

Bylaws

Oregon Band Boosters, Inc.

**Passed by majority vote - March 2, 1982
Revised by majority vote - April 4, 1989
Revised by majority vote - May 7, 1991
Revised by majority vote - May 4, 1999
Revised by majority vote - June 5, 2007
Revised by majority vote – September 9, 2008**

I. Name

The name of this corporation shall be the Oregon Band Boosters, Inc., here-in-after known as Band Boosters.

II. Office and Address

The principal office shall be located in the Oregon School District Office at 200 North Main Street, Oregon, Wisconsin, Dane County, and the post office address shall be Post Office Box 283, Oregon, Wisconsin, 53575.

III. Purposes

The purposes shall be:

- 1. To promote, stimulate and motivate the activities of the Oregon School District Bands.**
- 2. To broaden its opportunities for development and competition and to raise money through various approved fund raising projects to assist the Oregon School District Bands.**
- 3. To assist in the purchase, maintenance and/or manufacture of uniforms.**
- 4. To assist in organization, coordination and financing of trips, including transportation, meals, lodging and other expenses associated with Oregon School District Bands.**
- 5. To encourage students to participate in band activities as an educational activity.**
- 6. To cooperate with other organizations in promoting instrumental music activities and benefits to youth.**

7. To engage in any other lawful and necessary activities to promote continuing excellence in music activities.

IV. Membership

1. Regular membership shall be open to any parent or guardian who has a student(s) in the Oregon School District Bands, grades five through twelve. Regular membership is effective upon receipt of the student's band fee paid to the Oregon School District each year.
2. Friend membership is open to any adult who is not currently enrolled in High School. Friend membership is effective upon receipt of dues.
3. Friend member dues shall be set annually by the Board of Directors at its first business meeting each year.
4. The membership total will be determined by calculating the number of students enrolled in all Oregon School District Bands times two.
5. Each member shall have one vote.

V. Officers - Directors

1. There shall be seven directors which shall include a President, Vice-President, Secretary, Treasurer, and three Directors-at-Large elected by the membership. The High School Band Director(s) shall be ex-officio member(s) of the Board of Directors. All other District Band Directors may be ex-officio members of the Board of Directors.
2. At least two Directors and all officers shall be regular members of the Oregon Band Boosters at the time of election.
3. The office of President shall be filled by a regular member of the Oregon Band Boosters.
4. Elections for President, Vice-President and three Directors-at-Large shall be held at the May membership meeting of each year for a one-year term to commence on October 1st of the same year, and end on September 30th of the term.
5. The Secretary and Treasurer shall serve for a two-year term. The Secretary shall be elected in ODD years and the Treasurer shall be elected in EVEN years. Elections shall be held at the May membership meeting of each year, with the term of office to commence on October 1st of the same year, and end on September 30th of the term.
6. The Officers and Directors-at-Large shall constitute the Board of Directors.

7. Succession

- a. The President and Vice-President can succeed themselves once.**
 - b. The Secretary and Treasurer cannot succeed themselves.**
 - c. Directors-at-Large may succeed themselves twice.**
- 8. The membership shall vote to fill all vacancies on the Board or Directors, except President, by a majority of those present and voting at the next regular meeting after the vacancy occurs. The President can appoint someone to fill the position until the election can be held. If the office of President is vacated, the Vice-President shall move up to the office of President and shall serve the remainder of his/her unexpired term. The office of Vice President shall be filled by a majority vote of those present and voting at one of the next three membership meetings after the vacancy occurs.**
- 9. Five percent of the membership may petition for removal of an Officer or Director-at-Large with a majority vote at any regular or special meeting at which there is a quorum. Notice of such action must be given to the membership in writing at least ten days prior to the meeting.**
- 10. Officers and Directors-at-Large shall not receive any compensation for their services as such.**
- 11. The High School Band Directors(s) and the Summer Marching Band Director have the responsibility for making final decisions, and for conducting the activities of the Oregon High School Bands, including matters pertaining to band personnel, selection of contests and other events in which the Band will participate; and for all other matters relating to the direction, discipline and conduct of the Band pursuant to policies and procedures prescribed by the Oregon School District.**

VI. Meetings - Board of Directors

- 1. The Board of Directors shall meet once a month prior to the regular membership meeting to conduct regular business.**
- 2. All Board of Directors meetings shall be evidenced by five days notice unless unanimously waived.**
- 3. All Board of Directors meetings shall be open to the membership.**
- 4. A quorum shall consist of four members of the Board of Directors in attendance. A majority shall be one more than half the voting members of the Board of Directors in attendance.**

VII. Meetings - Membership

- 1. The Band Boosters shall hold regular monthly membership meetings as announced on the official web site of the Band Boosters and via email to the membership.**
- 2. The Band Boosters may hold special meetings when called for by the President, two Directors, or five percent of the membership, with at least ten days notice as noted on the official web site of the Band Boosters and via email to the membership.**
- 3. A quorum shall consist of those members present. A majority shall be one more than one-half the voting members in attendance.**

VII. Committees

- 1. Ad-hoc and standing committees may be created by appointment of the President and approval of the Board of Directors. Any committee may establish a subcommittee. All committees are advisory to the Board.**
- 2. The President shall be an ex-officio member of all committees.**
- 3. The Band Director(s) and Summer Marching Band Director shall be an ex-officio member of all committees.**
- 4. Dissolution of standing committees shall be by majority vote of the Board of Directors at any meeting at which there is a quorum.**
- 5. The Board of Directors shall confirm appointments of all committee chairs annually.**

IX. Duties of the Officers and Directors-at-Large

- 1. The Board of Directors shall have the powers and duties necessary and appropriate for the administration and management of the Band Boosters.**
- 2. The Board of Directors shall establish necessary policies and procedures. Such policies and procedures shall be reviewed annually by the Board of Directors.**
- 3. President**
 - a. Shall call and chair Board of Director, Regular Membership, and Special meetings of the Band Boosters.**
 - b. Shall establish committees and appoint chairpersons with the approval of the Board of Directors.**

- c. Shall represent the Band Boosters as official spokesperson at all official functions.
- d. Shall serve as the Band Boosters official representative with the Oregon School District Music Department.
- e. Shall perform all other duties incident to the office of President and those duties as may be prescribed by the Board of Directors.
- f. Shall sign official documents for the Band Boosters unless delegated to other Director(s) as selected annually by the Board of Directors at its first business meeting each year.

4. Vice-President

- a. Shall assume the duties of the President in his/her absence.
- b. Shall be the Band Boosters general fund raising chairperson.
- c. Shall perform all other duties incident to the office of Vice-President and those duties as may be prescribed by the Board of Directors.

5. Secretary

- a. Shall record and maintain minutes of Board of Directors, Regular Membership and Special meetings of the Band Boosters.
- b. Shall be responsible for all written communications and maintain all official records of the Band Boosters in duplicate. Another member of the Board of Directors as selected annually by the Board of Directors at its first business meeting each year will maintain the duplicate copy.
- c. Shall keep a register of the post office address of each member.
- d. Shall perform all other duties incident to the office of Secretary and those duties as may be prescribed by the Board of Directors.

6. Treasurer

- a. Shall have prior experience or education in bookkeeping unless otherwise approved by the Board of Directors.
- b. Shall create an annual budget with the assistance of the President, the Oregon School District Band Director(s) and the Summer Marching Band Director for approval of the membership at its October meeting.
- c. Shall present all unbudgeted bills to the Board of Directors for approval.
- d. Shall prepare and present monthly, to the Board of Directors and members, summaries of receipts and expenditures, comparing them with the budgeted amounts.

- e. Shall co-sign all checks with a Board of Directors appointed designee.
 - f. Shall have charge and custody of, and be responsible for, all funds and securities of the Band Boosters.
 - g. Shall receive and give receipts for monies due and payable to the Band Boosters, and deposit all such monies in the name of the Band Boosters in its designated bank(s).
 - h. Shall perform all other duties incident to the office of Treasurer and those duties as may be prescribed by the Board of Directors.
 - i. Shall be responsible for preparing and filing the annual tax returns.
7. **Directors-at-Large**
- a. Shall participate in the management and decision making of the Band Boosters.
 - b. Shall perform all other duties incident to the office of Director-at-Large and those duties as may be prescribed by the Board of Directors.

X. Audit

1. At the close of each business year, the President, with the approval of the Board, shall appoint an Audit Committee of no less than three members to audit the books.
2. The Audit Committee shall make a report to the membership of the Band Boosters at the October meeting.

XI. Business Year

The business year of this organization shall be October 1st to September 30th of the following year.

XII. Amendments

1. These bylaws may be repealed or amended by a majority vote of the membership at any regular or special meeting called for such a purpose at which a quorum is present.
2. Written notice of any amendment to be offered at any meeting shall be given at least ten days prior to such a meeting, and the notice shall set forth such amendment.

XIII. Dissolution

- 1. The Band Boosters may be dissolved at any regular meeting by a majority vote of the membership for which a quorum is present, and the purpose of the said meeting has been announced at two previous regular meetings following ten days written notice to the general membership.**
- 2. After payment of all debts and obligations of the Band Boosters, the remaining net assets shall be given to other non-profit groups in the Oregon School District which promote youth development through music.**

XIV. Parliamentary Authority

The rules contained in Roberts Rules of Order, Newly Revised, shall govern the Oregon Band Boosters, Inc. in all cases in which they are not inconsistent with the applicable law, The Band Boosters Articles of Incorporation, the bylaws, or with any special rules of order that may be adopted from time to time by the Board of Directors.