

**The Gwinnett School of Mathematics, Science and Technology
Music Program Booster Association
3737 Brock Road, Bldg. 100
Duluth, GA 30096**

ASSOCIATION BYLAWS

November 15, 2007

Article I - Name of the Organization

Section A. The name of this organization shall be The Gwinnett School of Mathematics, Science and Technology (GSMST) Music Program Booster Association and shall be referred to in these bylaws as "the association."

Article II - Objectives

Section A. The Objectives related to the music program are:

1. To create and maintain an enthusiastic interest in the music program at GSMST;
2. To organize, sponsor and fund projects in the music program at GSMST as approved by the Executive Board;
3. To purchase, receive, develop and maintain equipment and supplies for the enrichment of the music program as authorized by the Executive Board;
4. To do any and all things incidental and necessary for the accomplishment of the foregoing;
5. To cooperate with the GSMST High School Music Director(s), the Dean of Academics (or Principal(s) or representative), and the Gwinnett County Public School in maintaining a high level of participation and performance.

Section B. The Objective related to the financial operation of the Association is to function as a charitable, non-profit, tax-exempt organization serving the public for charitable and educational purposes. All accounting records shall be filed to retain the exempt tax status of the organization with local, state and federal government.

Article III - Membership

Section A. The membership of the association shall include students currently enrolled in the music program and parents and/or legal guardians of participating student, interested school patrons (enrolled with the Executive Secretary for membership), Music Director(s), school administrators and any other person(s) interested in furthering the objectives set forth in Article II.

Section B. The voting membership shall consist of parents and/or legal guardians of participating students in the GSMST music program and the Executive Board. Each Student will have one vote as represented by his/her parent, guardian, or representative.

Section C. A voting member shall be in good standing. Members in good standing shall include those with a minimum of 50 % active participation in fundraising events as outlined by the Executive Board or those actively serving as Officers of the Executive Board, Officers of Chapters and Committees Chairpersons.

Section D. Ex Officio Members shall include the GSMST Music Director(s), the Dean of Academics (Principal (s) or representative) and auxiliary sponsors. They may serve as ex officio members of all committees, but shall not vote at general, executive or committee meetings.

Section E. Membership dues are nonrefundable and is set at \$100.00 per fiscal year for each family of the participating student. Funds in the students account may be used to supplement or pay for the membership dues for the upcoming fiscal year. The date for the payment of dues to the Association will be determined by the Executive Board.

Section F. Membership for the Student currently enrolled and their Parent/Guardian or representative in the GSMST Music Program is mandatory.

Article IV - General Membership Meetings

Section A. At least two meetings of the general membership shall be held during each school year.

Section B. Special general membership meetings may be called by the Executive President or a majority of the Executive Board.

Section C. The general membership meetings of the association shall be open to all members of the association. Members shall be notified of these meetings via letters, e-mail, telephone or web site postings. A schedule of planned meetings for the year will be published at the beginning of the school year and shall be considered sufficient notification. Notification of changes to this schedule or the addition of meetings shall be distributed to the membership via letters, e-mail, telephone or web site postings in advance of the meetings. A 1-week (7 days) notification will precede any unscheduled meeting.

Section D. A quorum shall consist of the voting members present at the general membership meeting. Votes of 2/3 of the members present at the meeting are required to pass a resolution.

Article V - Organization

Section A. Officers of the Executive Board

The elected officers of this association shall be the Executive President, Executive Vice-President, Executive Secretary, and Executive Treasurer. Only voting members are eligible to be elected officers of the association. Officers elected at the general membership meeting in May shall hold office during the following fiscal year (as defined in Article VI, Section A).
Organization of the Executive Board:

- 1 The Executive Board shall be composed of the elected Executive Officers of the association, the standing committee chairpersons, the GSMST Music Director(s), the GSMST Dean of Academics (principal or representative), the immediate Past Executive President of the association, the Music Student President(s), and the Auxiliary parent representative(s). Auxiliary representative(s) will be appointed by the Ex. President with the approval of the elected officers.
- 2 Voting members of the Executive Board shall include the Executive Officers (4) Chapter Presidents (3), one (1) Music Student President Representative and one (1) Auxiliary association member.
- 3 The Executive Board shall meet monthly during the fiscal year. At least ten (10) regularly scheduled monthly meetings must be held; two (2) meetings may be dropped from the schedule but may not be two (2) consecutive meetings.
- 4 The Ex. President or the Music Director(s) may call special meetings of the Executive Board.
- 5 A quorum shall consist of a minimum of 3 voting board members present at an Executive Board meeting. A quorum may include the tele-presence via speaker phone of an Executive Board member with acknowledgement from the other Executive Board members for the purpose of the meetings or for voting privileges. A majority vote of 50% plus 1 is required to pass a resolution.
- 6 In the event of the vacancy of any elected office, the Executive Board shall appoint a voting member to complete the term of the vacant office.

1. **The Executive President** shall prepare the agenda and preside at all the meetings of the Association.

He / She shall be a member ex-officio of all committees except the nominating committee.

The Ex. President shall put all motions, when seconded, to a vote at any meeting of the General membership and the Executive Board.

The Ex. President shall maintain communication with the Music Director(s) and the other Officers of the organization throughout his/her term.

The Ex. President shall coordinate and schedule Executive Board meetings at least once each month and additional meetings as needed.

The Ex. President shall enforce a strict observance of the Bylaws of the Association.

The Ex. President shall create any ad hoc committees deemed necessary to fulfill the objectives of the Association.

The Ex. President shall also serve as Chairperson for the Budget Committee.

2. **The Executive Vice-President** shall assist the Ex. President and perform duties of the Ex. President in his / her absence and in case of death or resignation, shall fill the un- expired term.

The Ex. Vice-President shall serve as Chairperson of the Ways and Means Committee.

3. **The Executive Secretary** shall keep written records and minutes of all Executive Board and general meetings and shall establish them in a permanent file and make these available to the membership through a written report.

The Ex. Secretary will be responsible for the association's correspondence. The Ex. Secretary shall be authorized to correct articles and section designations, punctuation and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the association, in connection with the bylaws.

The Ex. Secretary will also serve as the Chairperson for the Communications Committee.

4. **The Executive Treasurer** shall prepare a proposed budget (in consultation with the Executive Board) to be presented to the Association for approval of the membership on an annual basis. The fiscal year will begin August 1 and will end May 31.

The Ex. Treasurer shall be responsible for the maintenance of the Association's general fund and review all individual student accounts as submitted by the Chapter Treasurer.

The Ex. Treasurer shall be responsible for collecting all money, writing checks, issuing receipts, and depositing funds in the Association's general account.

Two persons, one of which is the Executive Treasurer and another Board member, shall sign all checks \$500.00 or under, and the Ex. Treasurer, Ex. Vice President and Ex. President shall sign all checks \$500.01 and over. The Ex.

Treasurer shall keep all documentation of accounting record and receipts, make a written report to the membership at each meeting, and make disbursements upon the approval of the Association.

The Ex. Treasurer will take responsibility to assure that the books are audited prior to the end of the fiscal year. The audit committee at the August business meeting shall present the audit report of the fiscal year's activities to the membership.

The Ex. Treasurer must maintain all appropriate accounting records to file all required tax returns to maintain the non-profit, tax-exempt status of the Association.

Section B. Chapters

Each Music Program, Orchestra, Band and Piano, will act as Chapter members in the association.

- 1 Chapters must be approved by a two-thirds vote of the association members present and voting at a general membership meeting, provided the application for the proposed chapter has been submitted in writing to the Executive Board at least (30) days prior to the general membership meeting and to the association membership at least fifteen (15) days prior to the general membership meeting.
- 2 Chapters may be rescinded by a two-thirds vote of the Executive Board for cause.
- 3 Chapters will adopt and abide by the bylaws of the association.

- 4 Chapters will have their own officers, which must include a President, Secretary and Treasurer. The officer's duties will be defined within the Chapters but must not conflict with the bylaws adopted by the association.
- 5 Chapter President(s) shall be a member of the Executive Board with voting privileges. Co-Presidents may be elected; however, only one vote per Chapter will be recognized at the Executive Board meetings.
- 6 Chapter fundraising may be done separately, and funds held in student accounts. Fundraising events must be done with respect to other chapters and with approval of the Ways and Means Committee. The Chapter Treasurer will keep accurate account of student's names and fund distribution per fundraising event attended by each student or their association representative. The Chapter Treasurer will submit for approval (subject to audit) ledgers to the Executive Treasure monthly at the Executive Board's regularly scheduled meetings. (See Article VI, Section B.)

Section C. Committees

Any association member is eligible to serve as a committee member; however, committee chairpersons when not designated shall be selected from the voting membership. Standing committee chairpersons shall be appointed by the Ex. President with the approval of the elected officers, the GSMST Music Director(s), the Dean of Academic (Principal or representative) and the immediate Past Ex. President.

1. Standing Committees

The following standing committees shall function within the association:

- A. **The Ways and Means Committee** shall have the responsibility for raising funds to support the activities of the association. Plans for raising funds must be submitted to the Executive Board for its approval. The Executive Vice President shall be designated the Chairperson of this committee but may have a Co-Chairperson to assist in duties. The Ways and Means Committee will be responsible for all fund allocation from fundraising to the association or the Chapters as set for by the Executive Board.
- B. **The Social and Chaperone Committee** shall arrange social functions and chaperones when required for events in which the music participates to maintaining safety and decorum. The Social and Chaperone Committee shall provide basic first aid assistance to music students. The Association assumes no liability for such first aid (as noted in the medical release form that is required to be signed by all students and responsible parents or legal guardians). This committee will also be responsible for maintaining a complete set of medical release forms and chaperone information forms that will travel with the students on all trips.
- C. **The Concessions Committee** shall be responsible for organizing and operating concession stands at scheduled events. All funds will be allocated to the Chapters as set forth by the Executive Board.

- D. **The Uniform Committee** shall have responsibility for the issuance, care and upkeep of all music uniforms. This committee will also coordinate and arrange for the purchase of new or replacement uniforms as the uniforms become necessary, pursuant to the purchasing policy of the association. This committee will coordinate the ordering of all concert uniforms as specified in the Band Student Handbook.
- E. **The Instrument and Equipment Committee** shall have responsibility (in conjunction with the GSMST Music Director(s)) for the procurement and maintenance of equipment necessary to enrich the music program and for the transportation and set up of instruments and equipment to performances (vehicle and driver), pursuant to the purchasing policy of the association.
- F. **The Communications Committee** shall handle all communications disseminated to Association members and publicity disseminated from the Association concerning the activities of the GSMST Music Program. The Executive Secretary shall be designated the Chairperson of this committee but may have a Co-Chairperson to assist in duties. Maintenance and oversight of the GSMST Music website, maintaining a current roster, publishing newsletters, and public relations are included in the responsibilities of this committee.
- G. **The Bylaws and Audit Committee** must consist of at least 3 persons that do not hold Officers positions in the association. The Bylaws and Audit Committee will monitor the association's activities to uphold bylaw set forth by the association, to propose amendments to the bylaws, audit all reports of the fiscal year's financial activities and report to the members its findings at the general meetings.
- H. **The Budget Committee** will review the budgets for the association and the Chapters and submit the budget needs to the Executive Board. The committee members shall include the Executive Board Officers, Chapter Presidents, Committee Chairpersons, Immediate Past President and Music Directors. The Executive President shall be designated the Chairperson for the Budget Committee.
- I. **Nominating Committee** shall consist of three members, one of whom shall be appointed by the President and two of whom shall be elected from the floor at a general membership meeting of the association. The nominating committee shall present a proposed slate of officers for election at the May general membership meeting. Additional nominations may be made from the floor after the report of the Nominating Committee has been made.

2. Ad Hoc Committees

Ad hoc committees may be established by the Executive Board or the President as needed to perform specific functions and to study specific issues. The membership, duties, powers, and termination dates of all ad hoc committees shall be determined at the time of establishment. Ad hoc committees shall make their reports to the Executive Board and to the association as directed by the Executive Board. The President shall appoint a chairperson for each ad hoc committee at the time of the committee's establishment.

Article VI - Financial Operation

The financial operation of this association will reflect the non-profit status set for in Article II, Section B.

Section A. The fiscal year of the association is August 1 through May 31.

Section B. The Executive Treasurer shall be required to prepare a fiscal yearend financial report at the close of his/her term and to file copies of the report with the Executive Board and with such other internal or external groups or individuals as the Executive Board shall direct. The annual fiscal yearend financial report shall become a part of the permanent association reports.

Section C. The outgoing Executive Officers shall be responsible for arranging for the preparation of required income tax returns and an examination of the books within 90 days after the end of the fiscal year. The examination must be conducted by a third party who was not a member of the outgoing board and is not a member of the incoming board.

Section D. Fiscal Year Budget

1. Annually, the Budget Committee shall recommend to the Executive Board a budget for the following fiscal year. The Budget Committee shall be chaired by the Executive President.
2. The Chapters shall present its proposed budget to the Executive Board at a monthly meeting prior to the May general membership meeting. By a simple majority vote, the Executive Board shall recommend a budget to the association for its consideration. The proposed budget shall be presented to the association members at the May general membership meeting. The association shall adopt a budget for the following fiscal year by a simple majority of the members voting.

Section E. Operating Income

The Executive Board shall establish a policy for financing the operations of the association. Members of the association will be provided with a copy of this policy annually.

Section F. No officer, director, or member shall receive compensation from the association for the performance of the duties specified.

Section G. This Association is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. This Association will file all annual fiscal yearend financial reports to maintain a nonprofit, tax exempt status with local, state, and federal government.

Section H. Upon dissolution of the GSMST MPBA, all monies in the general and the student's accounts, banking information and documentation of the association will be the responsibility of The Gwinnett School of Mathematics, Science and Technology (GSMST) administrators. GSMST administrators will gain access to all financial documents and banking institution(s). GSMST is a public high school in the County of Gwinnett and in State of Georgia under section 501(c)(3) of the Internal Revenue Code.

Article VII - Operations

Section A. The Executive Board may establish policies and procedures for the operation of the association. Members of the association shall be provided these policies and procedures annually via letter, e-mail, telephone or web site postings. The policies and procedures may be amended by a two-thirds vote of the members of the Executive Board present and voting at an Executive Board meeting, provided the proposed amendments are submitted via letter, e-mail, telephone or web site posting to the membership of the Executive Board at least fifteen (15) days prior to the meeting.

Section B. The Executive Board may enter into an agreement with an individual to be known as a Business Consultant to assist with the business, legal, accounting, and financial aspects of the GSMST Music Association. The Business Consultant's agreement and fee is subject to approval by a majority vote of the Executive Board each year.

Section C. The Executive Board is empowered to act on behalf of the association. However, by a two-thirds vote of the association members present and voting at a general membership meeting, the association members may override an action of the Executive Board.

Section E. The provisions of the most recent edition of Robert's Rules of Order shall govern the association in all cases to which they are applicable and in which they are not inconsistent with the bylaws, policies, and procedures of the association.

Article VIII - Amendments to Bylaws

Section A. These bylaws shall become effective immediately following approval by the association.

Section B. Amendments to these bylaws shall become effective immediately upon approval by a two-thirds vote of the association members present and voting at a general membership meeting, provided the proposed amendments have been submitted via letter, e-mail, telephone, or web site postings to the Executive Board at least thirty (30) days prior to the general membership meeting and to the association at least fifteen (15) days prior to the general membership meeting.