

**The Bylaws of
Livingston High School Band Boosters**
Updated April 2017

Article I Title and Purpose

The name of this organization shall be the Livingston High School Band Boosters a New Jersey Non-Profit Corporation. The Corporation hereby adopts these Bylaws.

Article II Article of Organization

The Livingston High School Band Boosters (“Band Boosters”) is organized under the New Jersey Nonprofit Corporation Act N.J.S.15A:1-et.seq. (the “Act”) and in accordance with Section 501(c)(3) of the Internal Revenue Code.

It’s “articles of organization” comprise these Bylaws, and the Certificate of Incorporation. In the event of any conflict between these Bylaws and the Certificate of Incorporation, the Certificate of Incorporation shall govern.

Article III Article III Objectives

Section 1 – Overall, the objective of the Band Boosters is to promote and support the band program.

Section 2 – Specifically, the objectives of the Band Boosters are:

- a. to encourage and maintain an enthusiastic interest in the LHS Bands;
- b. to raise monies to carry out the work of the Band Boosters. The work of the Band Boosters shall not be required to provide funds for the materials and/or equipment which should be budgeted by the Board of Education;
- c. to give moral and financial support to the Bands;
- d. to cooperate and assist those in charge of the LHS Bands;

Section 3 – These objectives are developed through committees, projects and programs and are governed by the basic policies set forth in Article IV.

Article IV Basic Policies

Section 1- The Band Boosters shall be non-commercial, non-sectarian and non partisan.

Section 2- The name of the Corporation, or the names of any members in their official capacities, shall not be used in any partisan interest for any purpose not appropriately related to the promotion of the Objects of the Corporation.

Section 3- In the event of the dissolution of the Corporation, its assets shall be distributed for one or more of the exempt purposes specified in Section

501 C (3) of the Internal Revenue Code of 1954 as from time to time amended.

Article V Membership and Dues

Section 1- Membership is granted to parents/guardians of current Band students, the Band Directors, Supervisor of Music and the High School Principal

Section 2- The Corporation shall conduct an annual enrollment of members but persons may be admitted to membership at any time.

Section 3- Membership dues shall be \$30.00 per family payable annually. Marching Band families shall pay an additional \$10.00.

Section 4- All members may attend general meetings. Only members in good standing can vote on business, and may hold an elected position.

Section 5- A member in good standing is a member who has paid dues for the current year.

Section 6- The membership year will end on June 30 and start on July 1.

Article VI Officers and Their Duties

Section 1- The officers of the Band Boosters shall be President, Vice-President, Secretary, and Treasurer. Offices may be shared between two different members.

Section 2- The terms of the office shall be for one (1) year and/or until their successors are elected. The term of office shall be from July 1 to June 30.

Section 3- The president shall preside at all meetings, appoint committees, chairpersons, and shall be ex-officio, a member of all committees. In the absence of the President, the Vice-President will assume the responsibility of that office.

Section 4- The Vice- President shall be in charge of overseeing all Jazz and Marching Band activities.

Section 5- The Secretary shall attend to all correspondence and minutes.

Section 6- The Treasurer shall-deposit all funds in a timely manner, pay bills as authorized, and prepare and submit books for financial review each year to a person appointed by the executive board. The Treasurer shall provide the Executive Board with a monthly financial report.

Section 7- All officers must be members in good standing.

Article VII The Executive Board

Section 1- The Executive Board shall be composed of the officers of the Boosters. The Supervisor of Music, the Band Director(s),-and the High School Principal shall be ex-officio members.

Section 2- General meetings shall be held four (4) times during the membership year--Special meetings may be called by the President.

Article VIII Budgets and Expenditures

Section 1- The Executive Board shall approve an Annual Budget

Section 2- The Executive Board may amend the Budget at a general or special meeting.

Section 3- The Executive Board may approve disbursements of funds within the budget at any time.

Article IX Committees

Section 1- Committees will be formed to handle specific tasks related to membership, scholarship, banquet, hosting concerts, nominations, or as needed.

Section 2- The Supervisor of Music, and/or the Band Director(s), and/or the High School Principal, shall be ex-officio members of all committees.

Section 3- The Supervisor of Music, and/or the Band Director(s), and/or the High School Principal, must grant approval prior to the commencement of suggested committee activities.

Section 4- All committee chairs shall be responsible for collection of all project funds to be turned over to the treasurer in a timely manner, not to exceed thirty (30) days. Receipts for reimbursements must be submitted within 30 days of the event.

Article X Elections

Section 1- A nominating committee of three (3) shall be appointed by the President. The chair shall be designated by the President.

Section 2- Parents of incoming freshman band members may be considered for nomination.

Section 3- The slate of officers shall be presented at the next to last general meeting or communicated to the general membership via email communication. Nominations may be made from the floor after the report of the Nominating Committee. Officers shall be elected at the final general membership meeting.

Section 4- A plurality of the members in good standing present shall constitute an election.

Article XI Authority

Section 1- The rules contained in Robert's Rules of Order (revised) shall govern this organization

Article XII Scholarship

Section 1a- The Band Booster Band Scholarship will be based on the following criteria:

1. The recipient must be a senior (12th grade) current member of the Livingston High School Band Program with a minimum of three (3) years participation in the Band Program. All transfer students must participate in the Band Program all the years they attended Livingston High School.

2. The recipient must have demonstrated talent/skills and dedication to the Band Program. This may include participation in extra ensembles such as Marching Band and Jazz Band as appropriate, attending rehearsals on time and on a regular basis, and/or receiving excellent grades in band class.
3. The recipient must have demonstrated leadership in the Band Program. This may include taking on leadership roles within the band program, volunteering for fundraisers, acting as a positive role model, and going “above and beyond” what is required such as assisting the band director to organize and distribute music, helping to setup and cleanup from band events, and any other ad hoc help that might be needed.
4. The recipient shall use the monies to further his or her education.

Section 1b- The Band Booster Color Guard Scholarship will be based on the following criteria:

1. The recipient must be a senior (12th grade) current member of the Livingston High School Color Guard with a minimum of three (3) years participation in the Color Guard. All transfer students must participate in the Color Guard a minimum of three (3) years or all the years they attended Livingston High School.
2. The recipient must have demonstrated talent/skills and dedication to the Color Guard. This may include attending rehearsals on time and on a regular basis, demonstrating the ability to perform the required skills and drills, and the ability to perform successfully on multiple devices such as flags, rifles, and/or sabres.
3. The recipient must have demonstrated leadership in the Color Guard. This may include taking on a leadership role within the Color Guard, volunteering for fundraisers, acting as a positive role model, and going “above and beyond” what is required such as assisting the Color Guard instructors, helping to setup and cleanup from band events, and any other ad hoc help that might be needed.
4. The recipient shall use the monies to further his or her education.

Section 2- Applications will be available through the LHS Guidance Office

Section 3- The choice of the recipient will be determined by the Music Department

Section 4- There will be two (2) band scholarships given out each school year in the amount of \$250.00 each to eligible students. There will be one (1) guard scholarship given out each school year in the amount of \$150.00 to an eligible student. The Board may choose to give more than three (3) scholarships or a different amount contingent on the financial status of the Boosters.

Article XIII Fundraising

Section 1- All fundraising monies will be considered part of the Band Boosters general account unless otherwise noted prior to a given fundraiser.

Article XIV Amendments

Section 1- The Bylaws may be amended by a majority vote of the members in good standing at any regular or special meeting. The Amendments must have been presented at the preceding regular or special meeting.

Date of Approval: April 2017