

**Band and Orchestra Boosters Association
of the Sycamore Community School District
Revised Bylaws Accepted April 15, 2019**

Article I. Name

1. The name of this organization is the Band and Orchestra Boosters Association of the Sycamore Community School District. The Association is commonly known as Sycamore Band and Orchestra Boosters, or SBOB.
2. These by-laws supersede the Code of Regulations approved in September 1983 and revised in April 1993.

Article II. Object

1. Purpose: The purpose of this organization is to work with the instrumental music staff of Sycamore Community Schools to support, enhance, and supplement the needs of the groups under the auspices of the Instrumental Music Program of the Sycamore Community School District.
2. Nonprofit Organization
 - A. The Band and Orchestra Boosters Association of the Sycamore Community School District is a not-for-profit organization as defined by section 501(c)3 of the Internal Revenue Code, and it must abide by all regulations concerning such organizations.
 - B. No part of the net earnings of the Band and Orchestra Boosters Association may be used to personally benefit any member or officer of the organization.
 - C. The Association may pay reasonable compensation for services rendered.
 - D. The Band and Orchestra Boosters Association may, within the limits established by the IRS for 501(c)3 organizations, contribute money or volunteer time for lobbying purposes, in order to influence voters regarding issues, or to influence local, state or national legislation. The Association may not make any contribution, financial or otherwise, toward the campaign of any individual running for office.
 - E. If deemed advisable by the Members, the Band and Orchestra Boosters Association may be dissolved in a manner consistent with Ohio law. Upon dissolution of the Band and Orchestra Boosters Association, assets shall be distributed to the Sycamore Community School District or its successor.
3. The fiscal year of this organization shall be July 1 through June 30.
4. Each Trustee and Officer of the Band and Orchestra Boosters Association shall be indemnified by the Association to the full extent permitted by law, against any liability incurred by him in his or her capacity as a Trustee or Officer of the Association. The Association may purchase insurance for this purpose.
5. The Band and Orchestra Boosters Association, its officers and members, shall at all times operate in accordance with the Ohio Revised Code and IRS regulations regarding 501(c)3 organizations, and shall operate with the highest ethical standards.

Article III. Members

1. Classification of Members

- A. General Membership: All parents and guardians of students participating in any group under the auspices of the Instrumental Music Program of the Sycamore Community School District, in grades 5 through 12, are non-voting members in the Band and Orchestra Boosters Association.
 - 1. General Voting Membership: General non-voting members may become general voting members by having their written application for membership approved by the Board of Trustees.
 - 2. General voting membership must be renewed annually, and may be terminated by a resignation filed with the Secretary, or by a vote of at least three-fourths of the Trustees.
 - 3. Parents and guardians who no longer have a student in a group under the auspices of the Instrumental Music Program are no longer considered members, whether voting or non-voting.
- B. Faculty Membership: All faculty of the Instrumental Music Program of the Sycamore Community School District, are non-voting members of the Association.
- C. Trustees: All Trustees are automatically voting members of the Band and Orchestra Boosters Association.

2. Voting Rights

- A. Trustees may vote at all meetings of the Association, including regular monthly meetings, the annual meeting, and any special meetings of the general membership or Trustees.
 - B. General voting members may vote for Trustees at the annual meeting, and at any special meetings of the general membership.
 - C. For voting purposes, each member family has one vote. Proxy votes are permitted, provided they are in writing and submitted to the President before the actual vote.
- 3. Dues: No annual dues or fees are required for membership in the Band and Orchestra Boosters Association.
 - 4. A list of all general members is maintained by the Supervisor of the Music Department of Sycamore Community Schools, or his designee.

Article IV. Trustees

- 1. A board of up to sixteen Trustees runs the operations of the Band and Orchestra Boosters Association.
 - A. Elected Trustees: Twelve Trustees are elected by the voting members.
 - B. Faculty Trustees: Up to four faculty members serve as appointed Faculty Trustees: the Supervisor of the Music Department of the Sycamore Community School District, or his designee, and up to three instrumental music faculty members selected by the Supervisor or his designee.

- C. The number of Trustees may be amended, but may not be less than three.
 - D. If a student has two parents or guardians interested in serving, they may serve jointly as Trustee. Joint Trustees have only one vote, and count as only one for purposes of establishing a quorum.
2. Method of nominating and electing Trustees.
 - A. Candidates for the Board of Trustees are presented at the monthly meeting that precedes the annual meeting. The list of candidates will be posted on the district website ten days before the annual meeting.
 - B. Trustees are elected by the members at the annual meeting in April, or at a special meeting called for that purpose, and are installed at the regular May meeting.
 - C. Every effort will be made to ensure that the interests of all groups under the auspices of the Instrumental Music Program of Sycamore Community Schools are represented on the Board of Trustees.
 3. Duties of Trustees: the Trustees establish the policies and conduct the business of the organization.
 4. Term of Office for Trustees
 - A. The twelve trustees elected by the voting members at the annual meeting hold office for a term of two years, for a maximum of two successive full terms. More than two terms may be served provided there is a break after two successive terms.
 - B. Every effort will be made to have terms staggered such that six Trustees are elected at each annual meeting.
 - C. The term of office begins at the May installation, and ends at the May meeting two years after installation.
 - D. A Trustee who no longer has a student in a group under the auspices of the Instrumental Music Program must resign.
 - E. Appointed Trustees serve at the discretion of the Supervisor of the Music Department or his designee.
 5. Filling Vacancies on the Board of Trustees
 - A. A vacancy among the elected Trustees is filled by a vote of the remaining Trustees. The Trustee so chosen will serve out the remainder of the unexpired term.
 - B. A vacancy among the appointed faculty Trustees is filled by the Supervisor of the Music Department or his designee.
 6. Trustees are not compensated for their services as Trustees.

Article V. Meetings

1. Regular meetings of the Association are held monthly, August through May, with the exceptions of December (no meeting) and April (annual meeting). Meetings are held at a time and place

designated by the Trustees. All meetings will be published on the district calendar and posted on the district web site.

- A. All members are welcome at regular meetings. However, the Trustees reserve the right to meet privately in Executive Session before or during a regular monthly meeting.
 - B. The quorum for a regular monthly meeting is 50% of the members of the Board of Trustees.
2. The annual meeting is held in April at a place designated by the Board of Trustees. The time and place of the annual meeting will be posted on the district website.
- A. All members are welcome at the annual meeting, however, only voting members may vote.
3. Special meetings may be held throughout the year, as deemed necessary by the Board of Trustees or the Supervisor of the Instrumental Music Program of Sycamore Community Schools. Notice of special meetings will be posted on the district website.
- A. All members are welcome at special meetings, however, only voting members may vote.
4. The quorum for the annual meeting, or any special meeting of the general membership, is the number of voting members present at the meeting. Proxy votes are permitted, providing they are submitted in writing to the President before the meeting.

Article VI. Officers

1. Composition: The Executive Board comprises a President, Vice President, Treasurer, Comptroller, Recording Secretary, and Correspondence Secretary elected by the Board of Trustees at the May meeting.
2. Term of office: Officers are elected by the Board of Trustees for a term of one year, running from May through the following May meeting. The term of office may be changed by the Board of Trustees.
3. Powers and Duties of the Executive Board:
- A. The President presides at all meetings, sets the agenda for all meetings, and acts as official representative of the Association.
 - B. The Vice President performs the duties of President in the absence of the President and performs the role of strategic project manager as needed.
 - C. The Treasurer is responsible for all funds of the Association. The Treasurer ~~keeps accurate records of receipts and disbursements, and provides monthly financial reports to the Trustees. The Treasurer files annual returns with the IRS, and any forms or registrations required by the State of Ohio. The Treasurer retains the financial records of the Association for a minimum of seven years.~~ handles the funds of the Band and Orchestra Boosters Association in the form of cash, check or electronic transfers and performs banking duties including reconciling bank statements, handling and coordinating payments and refunds and tracking donations and contributions.
 - D. The Comptroller performs bookkeeping activities maintaining record of all financial transactions. They assist with budgeting and perform budget tracking and prepare the

monthly financial report to the Board of Trustees. They assist the accountant in the certification of tax exempt status and prepare tax forms and documents for the IRS and state of Ohio.

- E. The Recording Secretary keeps records of all regular, special and annual meetings, provides the minutes of meetings, and keeps all non- financial records of the Association, including lists of voting members, trustees, and committee chairs.
- F. The Correspondence Secretary prepares and distributes all correspondence on behalf of the board of trustees - electronic and post – including thanks and acknowledgement of donations from donors. They prepare and send solicitations for donations, membership and other public contacts and receive and present to the Board all incoming correspondence from District, Teachers, families and the general public.
- G. Each member of the Executive Board is responsible for passing their records to their successor.
- H. Any Officer may be removed from office, for any reason, by a majority vote of the Trustees at a regular meeting of the Board of Trustees, or at a special meeting called for that purpose.

Article VII. Committees

1. Standing Committees

- A. The Nominating Committee seeks out candidates for vacancies in the Board of Trustees, and presents a list of candidates to the Board of Trustees at the meeting preceding the annual meeting.
- B. The Audit Committee reviews the books and records of the Band and Orchestra Boosters Association, and submits a report of its findings to the Board of Trustees. The Audit Committee is convened upon a change of treasurer, or as needed.
- C. Each standing committee will consist of at least three Members appointed by the Board of Trustees. The Chair of each standing committee will be a Trustee.

- 2. Special Committees: The Board of Trustees may appoint committees to carry out business prescribed by the Trustees. The Board of Trustees may change the membership of, fill vacancies in, and disband, special committees, as needed.

Article VIII. Amendments

- 1. Other than Article II.2, and Article IV.1.C, these Bylaws may be amended at the annual meeting, or at a special meeting called for such purpose, by a majority vote of the members present at such meeting. Notice of such meeting, and a copy of the proposed amendments or revisions, shall be posted on the district website at least ten days prior to the meeting.