

Band and Orchestra Boosters Association of the Sycamore Community School District

Bylaws

DATE ADOPTED: May 1, 2023

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 (“Band and Orchestra Boosters Association”).
2. These Bylaws supersede the Bylaws last revised on April 15, 2019.

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. The Band and Orchestra Boosters is a 501(c) (3) organization as noted below. Specifically, the Band and Orchestra Boosters Association is a Functionally Integrated Type III Supporting Organization as defined within Section 509(a)(3) of the Internal Revenue Code and exists exclusively to engage in activities for the benefit of the instrumental music department of the Sycamore Community School District, a governmental entity, and no other entities. The Band and Orchestra Boosters Association is operated in conjunction with the Sycamore Community School District, is responsive to the needs of the instrumental music department and maintains significant interaction with and involvement of the department.
2. Non-Profit 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 Band and Orchestra Boosters 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 Band and Orchestra Boosters 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 the Trustee or Officer in their capacity as a Trustee or Officer of the Band and Orchestra Boosters Association. The Band and Orchestra Boosters 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 (specifically section 509(a)(3) Functionally Integrated Type III Supporting 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.
 - B. Faculty Membership: All faculty of the Instrumental Music Program of the Sycamore Community School District are non-voting members of the Band and Orchestra Boosters 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 Band and Orchestra Boosters 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 designee.

Article IV. Trustees

1. A board of up to nineteen Trustees runs the operations of the Band and Orchestra Boosters Association.
 - A. Elected Trustees: Up to fifteen 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

- designee as appointed by the Sycamore Community School District, 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.
 - 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. Reasonable efforts 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.
 - A. Term of Office for Trustees
 - B. The up to fifteen 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. No officer may serve more than two terms in the same position, unless, after due diligence, the Board of Trustees is unable to find another candidate for the position.
 - C. If, during a trustee's term, the trustee's student in grade 5 through 12 ceases participation in any group under the auspices of the Instrumental Music Program of the Sycamore Community School District, the trustee may continue to serve as trustee, for a maximum of two successive full terms.
 - D. Reasonable efforts will be made to have terms staggered such that six or fewer Trustees are elected at each annual meeting.
 - E. The term of office begins at the May installation, and ends at the May meeting two years after installation.
 - F. Faculty Trustees serve at the discretion of the Supervisor of the Music Department or his designee.
 4. 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 designee.
 5. 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 Band and Orchestra Boosters Association website, sbob.org.
2. 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.
3. The quorum for a regular monthly meeting is 50% of the members of the Board of Trustees.

4. 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 Band and Orchestra Boosters Association website, sbob.org.
5. All members are welcome at the annual meeting, however, only voting members may vote.
6. 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 Band and Orchestra Boosters Association website, sbob.org.
7. All members are welcome at special meetings, however, only voting members may vote.
8. 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 Communications 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 Band and Orchestra Boosters 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 handles the funds of the Band and Orchestra Boosters Association in the form of cash, check or electronic transfers and performs banking duties including handling and coordinating payments and refunds and tracking donations and contributions.
 - D. The Comptroller performs bookkeeping activities maintaining record of all financial transactions, including reconciling bank and credit card statements. 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. On an annual basis between the first day of the fiscal year and the last day of the fifth month of the fiscal year, they provide to the Sycamore Community School District Treasurer (or other official appointed by the Sycamore Community School District) (i) written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of SBOB's governing documents in effect on the date of notification, to the extent not previously provided.
 - E. The Recording Secretary keeps records of all regular, special and annual meetings, provides the minutes of meetings and trustee attendance, and keeps all non-financial records of the Band and Orchestra Boosters Association, including lists of voting members, trustees, and committee chairs.
 - F. The Communications Secretary, with the approval of the Supervisor of the Music Department, prepares and distributes communications on fundraising activities. They

maintain the Band and Orchestra Boosters Association website, sbob.org, and manage the Association's social media channels.

- G. Each member of the Executive Board and Committee Chair 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

- 9. 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 Band and Orchestra Boosters Association website, sbob.org, at least ten days prior to the meeting.