

Hilliard Music Boosters, Inc.

Bylaws

Article 1: Duties of Officers

- A. Corporate President: The President shall establish an agenda for each Corporate Meeting, shall preside over all Corporate Meetings of the HMB, shall preside at all meetings of the Corporate Executive Board, and shall perform all such duties as are associated with the office of President and are required yearly of that officer.
- B. Corporate Vice President: In the absence of the President, the Corporate Vice President shall exercise all the functions of the President and shall be vested with all the powers of that office. The Corporate Vice President shall guide and support the **corporate committees** and act in any other capacity as assigned by the President.
- C. Corporate Secretary: The Corporate Secretary shall have charge of all records, documents and papers, make reports, and perform the duties associated with that office and required by the organization. The Secretary shall be responsible for the minutes of all Corporate Meetings of the HMB and its Executive Board.
- D. Corporate Treasurer: The Corporate Treasurer shall have charge of the funds of the HMB **and** conduct its financial business. The Corporate Treasurer or appointed **Chapter** Treasurer shall the report the financial transactions at each Executive Board Meeting and General Membership Meeting, and shall prepare an annual report of the status of all funds belonging to, or managed by the Hilliard Music Boosters, Inc. The Corporate Treasurer will ensure that the financial responsibilities are carried out according to the Hilliard Music Boosters, Inc. (Statement of Fiscal Accountability), as approved by the membership.
- E. Chapter Vice President: The Chapter Vice **President shall** serve as a member of the

Corporate Executive Board and attend all Corporate Executive Board meetings. The Chapter Vice President shall preside over all Chapter Committee and General Membership meetings and establish agendas for each of **their** respective chapter meetings. The Chapter Vice President shall oversee all Chapter fundraisers and committees.

- F. Chapter Secretary: The Chapter **Secretary shall** be responsible for all chapter minutes and the keeping of chapter documents and reports of the Chapter Committee and General Membership meetings, and for providing copies of all Chapter Records to the Corporate Secretary. The Chapter Secretary shall serve as a member of the Chapter Committee
- G. Chapter Treasurer: A Chapter **Treasurer shall** be responsible for Chapter compliance with the financial responsibilities according to the Hilliard Music Boosters, Inc. Statement of Fiscal Accountability, and any duties are outlined in writing, by the Corporate Treasurer. The Chapter Treasurer shall serve as a member of the Chapter Committee.

Article 2: Committees

- A. The Corporate Executive Board shall have the power to consider the general focus and welfare of the projects and activities within its scope of responsibility to include planning goals, providing overall organizational direction, reviewing problems and issues, and taking timely, effective, action for the execution of corporate responsibility. Actions and accomplishments shall be reported to the membership at the Corporate General Membership Meetings and through the organization's routine means of communication.

B. Corporate Standing Committees shall consist of the following:

- a. Transportation**
- b. Fundraising**
- c. Band Invitational**

C. Chapter Committees: Each Chapter Committee shall have the power to consider the general focus and welfare of the chapter projects, plan chapter goals, and execute chapter responsibilities. Actions and accomplishments shall be reported to the membership at the Chapter General Membership Meetings.

D. The organization's functions shall be carried out through committees appointed for general functions, resource development, and special events. Committee chairperson's assignments shall be determined annually and rotated in such a **manner** to maximize involvement of the membership as well as development of skills required to perform necessary tasks. Committee chairpersons and members shall be oriented to their responsibilities and assisted in problem solving by organization leadership. Music faculty **personnel** are important resources to the organization and shall be represented on all committees serving as ex-officio members.

E. The Corporate President is empowered to appoint such corporate **ad-hoc** committees as are deemed necessary at any time **for the general organization.**

F. The Chapter Vice President is empowered to appoint such chapter ad-hoc committees as are deemed necessary at any time for the individual chapter.

G. Chair person of each committee is responsible for leading the committee and accomplishing the designated functions and responsibilities. A vice-chair person may be appointed to assist the chair person and will have full authority in the absence of the chair person. The chair person must provide regular verbal reports to the appropriate general governing executive body.

H. The Corporate President, on the last day of June of each year, shall appoint an audit

committee and/or an auditor to audit the Treasurer books and accounts.

Article 3: Election of Officers

- A. The Corporate President shall appoint a Nominating Committee by **January 1st** of each year. This committee shall proceed to nominate at least one candidate for each corporate office.
- B. The Nominating Committee shall also be responsible for **nominating** chairpersons for the Corporate Committees that are necessary for the following year.
- C. The Nominating Committee shall consist of at least five members of the Hilliard Music Boosters, Inc., including one member of the music faculty from each chapter.
- D. Presentation of the nominations for the officer slate shall take place no less than 30 days prior to scheduled elections.
- E. The elections shall take place at the April Corporate meeting and may be by voice vote. The nominee for each office receiving the greatest number of votes for that office shall take office on July 1st.
- F. In the event of a vacancy in an office the Corporate Executive Board shall appoint a qualified person to fill the vacancy for the rest of the year.

Article 4: Liability of Members

- A. No officer or member shall be personally liable for any bills or obligations of the Hilliard Music Boosters, Inc., past or present, except for his/her membership dues, or expenses not authorized by the Corporate Executive Board, if any.
- B. No officer, member, or employee of the Hilliard Music Boosters, Inc. shall disperse any funds or money in his/her keeping and belonging to the Hilliard Music Boosters, Inc. without authorization of the Treasurer, except that a chairman of a project may spend money for minor expenses incidental for that project, provided that such expenditures are included in the final report on that project along with the receipts for any such expenditures. (Refer to specific guidelines contained in the Financial Accountability Statement). No officer,

member, or employee shall commit the organization to any financial liability, nor shall any member speak in the name of the organization, unless such action has been approved by the membership, or in any emergency, by the Corporate Executive Board.

Article 5: Rules of Order

Roberts Rules of Order shall govern in all matters not covered by the Constitution and By-laws.

Article 6: Amendments:

These By-Laws may be amended by a majority vote of the members present at **a properly announced and conducted** General Business Meeting. The amendments must be published twice in the accepted media communication and copies made available to any members requesting them before such amendments are voted on.

- Date originated: 11/12/1990
- Revised: 06/14/1993
- Revised: 11/14/1994
- Revised: 05/13/1996
- Revised: 07/14/2003
- Revised: 03/28/2008
- Revised: 04/16/2008
- Revised: 04/??/2010**

Adopted on April **??th**, 2010

Randy Smith, President
Hilliard Music Boosters, Inc.