

**AMHERST ORCHESTRA BOOSTERS
BY-LAWS**

**ARTICLE I
BOARD OF TRUSTEES**

- A. The executive board shall be elected by the duly elected officers of the Amherst Orchestra Boosters
- B. Board Members will be elected annually at the April Meeting, with an exception for our first election, which will occur during our April Meeting 2023.
- C. Board Members' terms shall be limited as described by Article II.

**ARTICLE II
ELECTION OF OFFICERS**

- A. Nominations will be accepted from the floor at the regular Amherst Orchestra Boosters meeting in both February and March of each year.
- B. As soon as the president opens nominations from the floor, any member can bring forth a nomination. A member should know beforehand if the person he/she wishes to nominate is both eligible and willing to serve. A person can also nominate himself or herself. The candidates must be members who regularly attend Amherst Orchestra Boosters meetings. In case there is only one candidate for each elective office, the candidate shall be automatically elected to the office. Where more than one candidate is nominated for an office, the election will be conducted by secret ballot. Majority vote shall elect. Voting for the election shall take place at the regular May Amherst Orchestra Meeting.
- C. All officers shall assume their duties at the close of the regular May meeting.
- D. All officers may hold an unlimited number of terms except for the president, who may serve a maximum of two terms in that position.

**ARTICLE III
DUTIES OF OFFICERS**

- A. ALL OFFICERS
 - a. All officers are expected to attend all regularly scheduled Executive Board Meetings and General Amherst Orchestras Boosters Meetings.
 - b. If needed, two members of the Executive Board, along with two members appointed by the general membership, shall conduct an audit of the financial records maintained by the treasurer.
 - c. It shall be the duty of the Executive Board to address concerns regarding the performance of any Amherst Orchestra Boosters officer. A special Executive Board meeting will be held to discuss these concerns with the orchestra directors. It shall be the duty of the Executive Board to remove or retain the said officer. In the event of a vacancy in any Executive Board position except President, nominations for the vacated position will be accepted at the following general Orchestra Booster meeting. If more than one candidate is nominated for the vacated office, the election will be conducted by secret ballot. Majority vote shall be elected.
- B. PRESIDENT
 - a. It shall be the duty of the president to preside over all meetings of this organization, enforce the observance of the constitution, by-laws and standing rules of order, decide all questions of order; offer for consideration all motions properly made; call special meetings; appoint any special or ad hoc committees; and perform any other such duties as his/her office may require. He/She shall make no motions or amendments, nor vote on any questions or motions unless the organization is equally divided. He/She shall vote only in a case of a tie.

- b. The president must have a student enrolled in the high school program. In the event there are no parent candidates from the high school program during an election, this position will be opened up to the junior high school.
- C. VICE-PRESIDENT
 - a. The Vice President shall assume the duties of the Present in the event of his/her absence. In the event the President is unable to complete his/her term of office, the Vice President shall assume the position for the remainder of the term.
 - b. He/She shall act as a liaison to the Fundraising Committee. If no one is appointed, the Vice President shall chair this committee.
 - c. The vice president position is open to all eligible members with a child in our 5-12 orchestra program.
- D. SECRETARY
 - a. The Secretary shall prepare and public the minutes for all Executive Board meetings and all General Meetings.This individual also keeps a book of such minutes including notes taken during the meeting.
 - b. The secretary position is open to all eligible members with a child in our 5-12 orchestra program.
- E. TREASURER
 - a. The Treasurer will be responsible for monthly reviews of our accounting records. These records will be divided into 4 sections: Steele High School funds, Amherst Junior High School funds, Nord Middle School funds, and General funds. All deposits shall be made into the same general account, however accounting records will be maintained that show which "funds" the deposit should be associated with. Deposits will be made by the orchestra directors with their school secretaries.
 - b. The treasurer position is open to all eligible members with a child in our 5-12 orchestra program.

**ARTICLE IV
FUNCTIONAL RELATIONSHIPS**

- A. It is important to establish responsibility guidelines for the music directors, booster organization, and school administration.
 - a. MUSIC DIRECTORS:
 - i. Basic responsibilities for the music program are in the hands of the music director(s). He/she decides its content, plans curriculum and activities, selected music, and forumates policy and philosophy. He/she also writes the budget and teaches/rehearses/directors. The music directors are also responsible for identifying areas for expansion and improvement.
 - b. BOOSTERS:
 - i. The boosters organization must identify ways it can support the music program. This will often mean developing, managing, and implementing fundraising projects. Usually, those projects are to buy items or finance projects that might be thought of as beyond the "baseline" curriculum: awards, banquets, special equipment, or trips.
 - ii. Boosters also provide assistance in chaperoning activities, sponsoring social events, making costumes, and caring for equipment.
 - iii. Generally, what the boosters purchase is largely the responsibility of the music directors. However, how they raise money is largely the responsibility of the boosters. It is the responsibility of the music directors to provide timely information to the boosters concerning fundraising or volunteer man-hour needs.

It is the responsibility of the boosters to schedule their fundraising and support activities to meet music program needs.

c. ADMINISTRATION:

- i. The school administration usually sets general policies regarding travel, time students can spend out of school, and fundraising projects associated with school programs. It is responsible for providing all basic supplies and equipment necessary for an adequate school music program, and for providing facilities, instructors, instruments, music, and equipment. It is important that the funds raised by the boosters always be viewed as supplemental to the funds provided by the school.