ARTICLES OF ASSOCIATION
FOR THE
UNIONVILLE MARCHING BAND BOOSTERS

ARTICLE I – ORGANIZATION NAME AND OBJECTIVES

1. The name of the organization will be the Unionville Marching Band Boosters (hereafter referred to as 'MB Boosters').

2. The MB Boosters will promote and encourage community/area support of the UHS Marching Band program, with the following primary goals and objectives:

a. Assist the UHS Marching Band Director (MB Director) in providing a quality program for the Marching Band (MB) students in accordance with policies of the Unionville-Chadds Ford School District (UCFSD).

b. Involve the community in supporting the MB program.

c. To supplement funds available to the MB Director from the UHS Music Department budget and other UCFSD funds.

d. To develop an open line of communication and spirit of enthusiasm within the MB Boosters, board of directors of the MB Boosters, the MB staff, MB students and the parents and/or legal guardians of the MB students.

e. To perform as the primary support group to the MB program as recognized by and in association with the Unionville Music Parents' Association (UMPA). The Unionville Marching Band Boosters shall communicate and coordinate with the UMPA as necessary to fulfill the above goals and objectives.

3. MB Boosters is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

ARTICLE II – GOVERNMENT

1. The MB Boosters will be governed by a board of directors (Board) comprised of:

a. The MB Director;

b. Duly elected Officers; and

c. Appointed committee chairpersons.

2. The MB Director and the duly elected Officers will comprise the Executive Board.

3. Committee chairs will be established by the Executive Board as needed to coordinate activities to achieve the MB Boosters' goals and objectives.

4. All members of the Board of Directors will serve without compensation.

5. All meetings of the Board will be open to any person who may wish to attend.

6. At the discretion of the Executive Board, the MB Director may appoint one or two students to serve as non-voting student representative(s) on the Board.

7. The student representative(s) will be permitted to take part in discussions so that student opinions or ideas can be available for consideration by the Board.

ARTICLE III – MEMBERSHIP

1. Membership in the MB Boosters will be open to:

a. Parents and/or legal guardians of any high school student involved in the UHS Marching Band.

b. Members of the MB staff.

c. Any individual who has an interest in the MB Boosters and supports the objectives as outlined in Article I.

2. The Board will keep the membership informed about activities involving the MB Boosters and the UHS Marching Band.

3. Membership shall elect the initial Officers of the MB Boosters in a special meeting, and thereafter shall elect Officers annually in an annual membership meeting to be convened by the Board.

ARTICLE IV – OFFICERS & RESPONSIBILITIES

1. The Officers of the MB Boosters will be:

a. President

b. Vice President for Development

c. Vice President of Communications

d. Treasurer

e. Secretary

2. The duties of the President will be:

a. To act as a primary liaison between the MB Director and the MB Boosters in matters relating to UHS Marching Band program and activities.

b. To preside over and prepare an agenda for meetings of MB Boosters membership, Board and Executive Board.

c. To be an authorized co-signer on checking and/or savings accounts and on instructions for the disbursement of funds from these accounts.

d. To serve as a member of all committees, except as restricted by by-laws.

e. To call meetings of the Officers, Executive Board and/or Board as required.

3. The duties of the Vice President for Development will be:

a. To represent the President in his/her absence.

b. To take over the responsibilities and duties of the President in the event the President cannot complete his/her term of office.

c. To serve as the coordinator for fundraising activities.

d. To be an authorized co-signer on checking and/or savings accounts and on instructions for the disbursement of funds from these accounts.

e. To temporarily take over the duties and responsibilities of the Treasurer, Secretary or Vice President for Communications in the event that the office is vacated until a replacement is selected by the Executive Board.

4. The duties of the Vice President of Communications will be:

a. To be the liaison between the MB Boosters and all external organizations including UMPA.

b. As directed by the Executive Board, to develop and oversee publications, newsletters, emails and other communications between the Board and membership, and between MB Boosters and external organizations, including the UHS community.

c. To be an authorized co-signer on checking and/or savings accounts and on instructions for the disbursement of funds from these accounts.

5. The duties of the Treasurer will be:

a. Upon authorization and Direction of the Executive Board, establish and administer banking accounts solely for use of MB Boosters activities.

b. To collect and account for all receipts and expenditures.

c. Ensure payment of all expenditures properly authorized either by the Executive Board. This includes ensuring approved signatories to each check or other form of disbursement.

d. To provide a monthly balance sheet and income/expense statement.

e. To be an authorized co-signer on checking and/or savings accounts and on instructions for the disbursement of funds from these accounts.

f. As directed by the Executive Board, provide periodic reports of all receipts, expenditures, and checks written, to be available for review by the Board and the general membership.

g. Coordinate the annual audit activity with the Audit Committee.

6. The duties of the Secretary will be:

a. To take minutes of all meetings.

b. To be the custodian of all official records of the MB Boosters.

c. To be the caretaker of all correspondence for the MB Boosters.

d. To compile a list of all members in attendance at all Board, committee and general membership meetings.

7. The term of office for Officers will be one year.

8. If a vacancy occurs in the office of Vice President for Development, Vice President for Communications, Treasurer or Secretary, the Executive Board will appoint an individual to fill the office for the remainder of the term.

9. If an individual is appointed to complete a term, the appointed Officer must meet the same criteria as an elected Officer, per Article 6 below.

ARTICLE V – EXECUTIVE BOARD RESPONSIBILITIES

1. The Executive Board shall comprise six members, consisting of the five Officers and the MB Director.

2. The duties of the Executive Board will be:

a. To transact business and direct the MB Boosters in accordance with the by-laws.

b. To make decisions for the MB Boosters in the best interests of the Membership and in accordance with Article I, Section 2.

c. To report on the status of the MB Boosters at Board and general membership meetings.

d. To prepare and maintain an ongoing calendar of events for activities sponsored by the MB Boosters.

e. To prepare an annual operating plan and budget for the MB Boosters.

f. To communicate the calendar of events and operating plan to Membership at appropriate times, including at a general membership meeting in December.

g. To insure that the MB Boosters remains non-partisan and non-sectarian in nature and does not discriminate against any student or adult regardless of sex, race, or creed.

h. To conduct an annual review of the financial condition of the MB Boosters. The results of this annual review will be reported to the Membership at a scheduled membership meeting.

3. The Executive Board shall review and approve all expenditures. A Funding Committee consisting of at least 3 Officers, to include both the Vice President for Development and the Treasurer, may approve individual expenditures of up to $ 500. The Treasurer shall ensure that all approved expenditures properly approved are paid via check, wire transfer or cash withdrawal. All forms of disbursement including cash withdrawal shall require the signature or other form of explicit instruction of one or two unrelated Officers with designated signatory authority as follows: individual expenditures of up to $500 will require only one signature or other form of explicit instruction; individual expenditures above $500 will require two signatures or other form of explicit instruction.

4. Whenever a change occurs in an Officer position, there should be a meeting of the Executive Board within fifteen days (if possible) to insure an orderly transition of records and information.

5. Immediate past Officers should be available in an advisory capacity to assist new Officers with their responsibilities as needed.

6. A quorum of four (4) members is required to convene a meeting of the Executive Board. Decisions of the Executive Board shall require an affirmative vote of at least 4 members.

7. A quorum of two (2) members is required to convene a meeting of the Funding Committee. Decisions of the Funding Committee shall require 2 affirmative votes.

ARTICLE VI – ELECTION OF OFFICERS AND TERMS OF OFFICE

1. The initial election of Officers shall take place in the initial general membership meeting of the MB Boosters, to be held in June 2008. Candidates shall be nominated, including by self nomination, at the initial general membership meeting. Candidates shall meet the criteria in 5.a below. All attendees of the initial general membership meeting, who meet the criteria in 5.a below, shall be eligible to vote in the election of Officers. A simple majority vote of the votes cast shall determine the winner. The newly elected initial Officers shall assume their positions immediately. For all elections subsequent to the initial election, the following procedures will apply.

2. By December of each year, the Executive Board will appoint an Election Committee to prepare for and conduct an election for Officers for the following school year.

3. The Election Committee should consist of at least two MB Boosters members who are not currently Officers.

4. The Election Committee shall develop and list of nominees and communicate this list to Membership by February.

5. An individual must meet the following criteria to become an Officer of the MB Boosters:

a. Must have a student involved in the MB at the time of the election.

b. Shall have attended at least two meetings of the MB Boosters during the previous year, which may include Executive Board, Board, general membership and committee meetings.

c. An individual may serve in one Officer position for no more than two consecutive terms.

d. If the individual assumed an office because someone else could not complete a term, any time served in the office shall be considered one term.

6. Anyone interested in becoming an Officer, not on the list prepared by the Election Committee, shall inform the Election Committee. If the person meets the criteria in Section 5, they shall be added to the list of nominees prior to the vote.

7. The Election Committee will prepare ballots so that an election can be held at a general membership meeting by March.

8. Any member of the MB Boosters who meets the requirements to become an Officer, and who has attended at least two Board, committee or general membership meetings during the twelve month period immediately preceding the election, shall be eligible to vote for Officers.

9. A simple majority of the votes cast will determine the winner. Only eligible voters will be permitted in the room at the time of the election. All votes must be cast within the confines of the room in which the vote is taking place.

10. If a question arises concerning the eligibility of a member casting a vote, the records of the Secretary, as kept under Article IV, Section 5, subparagraph d, shall determine eligibility.

11. If a tie vote occurs for any office, a second vote will be taken, eliminating the restriction of voting members having to have met the two meeting requirement.

12. The Election Committee will tabulate the results of the election and, after confirmation by the Executive Board, announce the results.

13. Newly elected Officers will assume their positions at a meeting of the Board to be convened in April, following official notification by the Election Committee. Outgoing Officers will assist in ensuring an orderly transition.

ARTICLE VII – ESTABLISHMENT OF COMMITTEES

1. The Executive Board will establish committees to assist the MB Boosters in achieving the goals and objectives as outlined in Article I.

2. An Audit Committee will be established by the Executive Board to conduct an annual review of the financial condition of the MB Boosters, in accordance with Article V, Section 2(h).

a. The Audit Committee will be comprised of at least three members who have not served as board members during the prior twelve months.

b. In lieu of an Audit Committee, a volunteer CPA can be appointed.

3. An Election Committee must be established by the Executive Board in accordance with Article VI, Sections 1 and 2.

4. All other committees will be established at the discretion of the Executive Board to assist the MB Boosters in achieving the goals and objectives as outlined in Article I.

5. All committees will remain in existence as long as the Executive Board feels they are necessary.

6. A committee chairperson shall be a member of the MB Boosters Board.

7. An Officer can serve as a committee chairperson except as restricted by the by-laws.

8. A committee chairperson should be prepared to report on the status of the committee at Board, Executive Board and general membership meetings.

9. All committee chairpersons should work with the Executive Board in preparing an operating plan for their respective activity, to include projected costs for the coming year.

10. All committee chairpersons will obtain appropriate authorization from the Executive Board of expenditures for their respective committees prior to submitting bills to the Treasurer for payment.

11. When a committee completes its assignment, the committee chairperson should prepare a report for the Executive Board outlining the results of the committee and a recommendation whether or not to continue the committee in the future.

12. If the committee chairperson recommends continuing the committee, the report should outline any changes, which will help to improve the committee.

ARTICLE VIII – MB BOOSTERS MEETINGS AND VOTING PROCEDURES

1. The President shall have the authority to call a meeting of the Executive Board to discuss matters relating to the MB Boosters.

2. Decisions of the MB Boosters, except those specifically ascribed to the Executive Board as noted in Article V, should be made at a meeting of the Board or a general membership meeting.

3. The President shall have the authority to call a meeting of the Board as necessary to determine and to discuss MB Boosters activities generally and to review the status of MB Boosters committees in particular.

a. Anyone may be involved in discussions at Board meetings, as long as the discussion involves an item being addressed at the meeting.

b. The amount of time used for discussions can be limited at the discretion of the President. In the absence of the President, the Vice President for Development shall have the authority of the President.

c. A quorum of at least five (5) members, at least two of whom shall be Officers, will be necessary before a vote can be taken at a Board meeting.

4. The Executive Board shall establish dates for general membership meetings. The dates for general membership meetings will be published in the organizational calendar of events and the school district newsletters and calendars (if possible).

a. With the exception of Officer elections, any member of the MB Boosters may vote at a general membership meeting.

b. A quorum of at least ten (10) members, at least two of whom shall be Officers, will be necessary before a vote can be taken at a general membership meeting.

5. A vote cannot be taken unless a proper motion and a second is made.

6. A simple majority of members present will determine the results of a vote on a motion at a Board or general membership meeting.

7. Absentee ballots will not be permitted.

8. All individuals are entitled to one vote.

9. "Robert's Rules of Order" will settle any problems or questions concerning parliamentary procedures not covered in the by-laws.

ARTICLE IX- CHANGES IN ARTICLES OF ASSOCIATION

1. The Articles of Association of the MB Boosters may be amended or changed in the following manner:

a. A Legislative Committee of at least three MB Boosters members will be appointed by the Executive Board.

b. The Legislative Committee will review the existing Articles of Association to determine if amendments/changes are needed.

c. The Legislative Committee will prepare a draft of any amendments/changes for review by the Executive Board and the Board.

d. After a review of the draft is completed and accepted by a majority vote of both the Executive Board and the Board a notification will be made to Membership via newsletter or similar form stating that amendments/changes to the Articles of Association are under consideration.

e. The notification will state the nature and the purpose of the amendments/changes.

f. The notification will state when the proposed amendments/changes will be discussed at a general membership meeting.

g. The notification will state when the proposed amendments/changes will be voted upon at a general membership meeting.

h. The discussion and the vote cannot be held at the same meeting.

i. A two-thirds majority of members present will be necessary to approve an amendment or change to the Articles of Association.

ARTICLE X- DISSOLUTION

Upon dissolution of the MB Boosters, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the MB Boosters is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Mario Cruz-Rivera, President

Date: 12 September 2011

Amy Berg, Treasurer

Date: 12 September 2011