

***By Laws of the
Spring Grove Music Boosters***

Article I. NAME

The name of this organization shall be the **Spring Grove Music Boosters**. The address of this organization shall be 1490 Roths Church Road, **P.O. Box 72, Spring Grove, PA 17362**.

Article II. PURPOSES

The Spring Grove Music Boosters is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The purpose of the Spring Grove Music Boosters is to organize fundraising events to provide scholarships for qualified music students of the Spring Grove Area School District; To encourage and maintain an enthusiastic interest in all music programs of the Spring Grove Area School District Music Department; To lend all possible support, both moral and financial, to all music programs of the Spring Grove Area School District; To cooperate with the music directors and instructors, administration and school board in building and maintaining an organization which will help promote the activities of all music programs.

Article III. MEMBERSHIP

The membership of this organization shall not be limited. Anyone interested in the progress and development of all music programs of the Spring Grove Area School District are eligible for membership. Parents of students enrolled in Spring Grove Area School District music programs are to be considered active members. There shall be no dues to be a member of this organization.

Article IV. The Executive Board

Section I. The Executive Board shall be composed of the Officers of the organization and the music instructors of the Spring Grove Area School District. The past president may elect to continue on the Executive Board as a non-voting member for a period of 1 year following their year of service.

Section II. The business of this organization shall be managed by the Executive Board. The Executive Board shall have the control and management of the affairs and business of this organization and shall only act in the name of the organization when it shall be regularly convened by the president after due notice to all the board members of such meeting. All Executive Board decisions are to be presented for review by the general membership at the next regularly scheduled general membership meeting.

Section III. At an Executive Board meeting convened by the president, the board may review agenda, prepare proposals, and review new business before presenting to general membership.

Section IV. Each Executive Board member shall have one vote and such voting may not be done by proxy. Music instructors present shall not represent more than 49% of the quorum necessary to conduct any business of this organization. If necessary, music instructor votes shall be granted on a basis of seniority with the Spring Grove Area School District.

Section V. Vacancies of an Executive Officer during the school year shall be filled by a vote of the majority of the remaining members of the Executive Officers for the balance of the year.

Section VI. An Executive Board member may be removed when sufficient cause exists for such removal. The Executive Board may entertain charges against any member. A member may be represented by counsel upon any removal hearing. The Executive Board shall, in cooperation with Spring Grove Area School District Administration, conduct removal proceedings, and may remove an Executive Board member after a two-thirds majority vote of all members of the Executive Committee.

Section VII. No member shall be entitled to receive any salary or compensation from the Spring Grove Music Boosters which complies with the School Board rules and regulations.

Section VIII. Those opting to shadow a Booster Officer for the purpose of learning what the position is about may present their request to the Executive Board for approval. If approved they will be eligible to attend executive sessions but will not be considered an official member of the Executive Board.

Article V. Officers and Duties of Officers

Section I. The officers of this organization shall be President, Vice-President (or Co-Vice Presidents), Secretary, Treasurer, Student Accounts Coordinator, Ways and Means Coordinator (or Co-Coordinators), and Webmaster.

Section II. Duties of Officers

A. President

- a.** The President shall preside at all meetings of the Organization. If unable to, will assure a Vice President is present and will assist in any way in absentia with the meeting.
- b.** Shall keep the School Board informed of Organization activities
- c.** Shall Ex-officio, a member of all committees, appoint committees as needed to carry out the goals and projects of the boosters where not covered by a specific officer as outlined below.
- d.** Present at year-end an annual report of the work of the organization.
- e.** Shall see all books, reports and certificates required by law are properly kept or filed (shall ensure form(s) necessary to maintain non-profit status are filed in a timely manner).

f. Shall be one of the Officers who may sign the checks or drafts of the organization

g. Shall have such responsibilities as may be reasonably construed as belonging to the Chief Executive of any organization.

B. Vice President or Co-Vice Presidents (Shall not exceed 2)

a. Shall cooperate with President to ensure appointed committees are staffed with necessary resources to carry out the goals and projects of the boosters where not covered by a specific officer as outlined below.

b. Shall, in the event of the absence or inability of the President to exercise his/her office, become acting President of the Organization with all the rights, privileges and powers as if he/she had been the duly elected President.

c. Shall, in the event that a third person is not available to reconcile funds, be responsible for all deposits in coordination with Ways and Means Coordinator or event chairperson.

C. Secretary

a. Shall be the custodian of all non-financial records and record minutes of all meetings.

b. Shall communicate with the Webmaster for placement of the minutes on the Spring Grove Music Boosters' website.

c. Shall be responsible for compiling officer nominations prior to the Spring Grove Music Boosters voting meeting.

d. Shall present to the membership at any meeting any communication addressed to him/her as Secretary of the organization.

e. Shall maintain a list of members' contact information (email, address, phone, etc.).

f. Shall monthly send meeting notices, meeting minutes, and on occasion special notifications to all on contact list.

D. Treasurer

a. Shall have the care and custody of all monies belonging to the organization.

b. Shall be solely responsible for such monies and securities of the organization.

c. Must be one of the Officers who shall sign checks or drafts of the organization

d. Shall be his/her duty to file any form(s) necessary to maintain non-profit status.

e. Shall be the official custodian of the financial records of this organization

f. Provide reports at each regular scheduled meeting of the financial activities of the organization and such report shall be physically affixed to the minutes.

- g.** Shall organize and oversee an annual audit of finances at the end of each fiscal year
- h.** At the beginning of each school year, provide a copy of the budget and audited financial statement to each member of the music staff (for posting in their respective buildings), district business manager, and members of the School Board.
- i.** Shall work with the Executive Board to create a budget for presentation at the Spring Grove Music Boosters' annual meeting.

E. Ways and Means Coordinator(s) (Shall not exceed 2)

- a.** Shall be responsible for organizing and administering all fundraising projects for the Spring Grove Music Boosters after coordination with School District (Community Relations Coordinator) and approval at SGMB general membership meeting.
- b.** Shall oversee distribution of fund raising materials, collection of money, and coordination with the Treasurer over the collection, deposits and records of monies raised.
- c.** All or part of these duties can be delegated by the Ways and Means Coordinator(s) to specific chairpersons assigned to a specific fundraising activity.
- d.** In the event the Student Accounts Coordinator position is vacant, the Ways and Means Coordinator(s) will assume the responsibilities of said position.

F. Webmaster

- a.** Shall be responsible for maintaining and keeping the Spring Grove Music Boosters website current each month with event, dates, forms, newsletters and important information as provided by the officers.
- b.** Website will reflect our commitment to all Music Programs of the Spring Grove Area School District.
- c.** Communication with the webmaster will be via current email address published on the website.
- d.** Website will follow Spring Grove Area School District policy regarding websites/publications.
- e.** All or part of these duties may be delegated by the Webmaster to assist in accomplishing these tasks.

G. Student Accounts Coordinator

- a.** Shall be responsible for maintaining and keeping the Spring Grove Music Booster student account database by the information provided by the Ways & Means Coordinators (s).
- b.** All request forms and receipts received by the Spring Grove Music Boosters monthly meeting (1st Monday of the Month) will be presented to the Treasurer by the next Friday to process.

- c. Retain a copy of the Reimbursement Request Form and receipts for Organization records.
- d. In the event the Student Accounts Coordinator position is vacant, the Ways and Means Coordinator(s) will assume the above mentioned responsibilities in cooperation with the Treasurer.

Article VII. Committees

Section I. All committees of this organization shall be appointed by the President or those officers who choose to delegate a portion of their duties as outlined under their title descriptions. Their term of office shall be as long as necessary to complete the committee's tasks.

Section II. The Spring Grove Music Booster President shall serve ex-officio, a member of all committees as long as there is no conflict of interest.

Article VIII. Meetings

Section I. The general membership meeting of the Spring Grove Music Boosters shall be held on the 1st Monday of each calendar month beginning in August and ending in June of each school year. In the event of an absence of a quorum, no business can be conducted.

Section II. Special meetings may be called by the President. Notices of special meetings shall be publically announced at least one week before the schedule date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting. In the event of an absence of a quorum, no business can be conducted.

Section III. The June meeting will be considered our annual meeting.

Section IV. All meetings may be held virtually at the discretion of the President to enable attendees to participate remotely, via audio, video, and/or network access. Notices of virtual meetings shall be publicly announced at least one week before the scheduled date set for such virtual meeting, including instructions for attendees to gain remote access to the meeting. Remote attendees must announce their presence and identify themselves so their attendance can be recorded by the Secretary. Remote attendees shall be considered "present" for the establishment of a quorum and voting rights.

Article IX. Annual Financial Report

Section I. An annual financial report will be filed with the School Board (to conform to State Law)

Section II. The fiscal year for the Spring Grove Music Boosters shall run from July 1st- June 30th

Article X. Quorum

Section I. Five (5) members of the Executive Board and all members present at any meeting shall constitute a quorum and is necessary to conduct the business of this organization.

Section II. A majority of vote of those present is needed to consider an issue passed. Voting will be by voice with the exception of the election of officers. Music instructors present shall not represent more than 49% of the quorum necessary conduct any business of this organization. If necessary, music instructor votes shall be granted on a basis of seniority with the Spring Grove Area School District.

Article XI. Elections

Section I. Nominations shall be accepted by members of the Executive Board verbally and in writing and will be compiled by the Secretary. A slate of officers will be presented to the membership at the May meeting. Nominations may be made from the floor at the May meeting and again at the June meeting. Consent of any nominees must be received before their names may be added to the ballot.

Section II. Election of officers will be by written ballot at the Spring Grove Music Boosters' annual meeting.

Section III. A majority vote of a quorum shall constitute an election.

Section IV. Officers shall be elected to a term of one year with the option of serving additional terms if willing and elected. Newly elected officers shall begin carrying out the duties of their office at the conclusion of the June meeting.

Article XII. The **Rules** contained in Roberts Rules of Order, revised, shall govern this organization in all cases in which they do not conflict with the rules as established in these By Laws.

Article XIII. Finances

Section I. Money will be raised by the Spring Grove Music Boosters for the purpose of funding scholarships and financial support of all music programs at the Spring Grove Area School District.

Section II. Individual Music Directors will contribute input towards the budget based on anticipated needs in the next year's budget by submitting written requests for monetary needs. These requests will be submitted to the Executive Board working on a timeline that coincides with the drawing up of the budget for the organization.

Section III. Spring Grove Music Boosters will financially support each music program using the following criteria:

- a. Consideration will be given to all requests by Music Directors
- b. Consideration will be given to the Spring Grove Music Boosters' fundraising ability.

Section IV. Open communications will be maintained between the Spring Grove Music Boosters, directors, students and parents regarding our finances. A financial report will be given by the Treasurer at each Booster meeting and a copy of the financial report will be made available upon request.

Article XIV. Yearly Review and Amendments

Section I. The By Laws will be reviewed annually and presented to the general membership at the annual meeting.

Section II. The By Laws may be amended by a majority vote at any general membership meeting. The amendments must have been presented at the preceding general membership meeting of the Spring Grove Music Boosters.

Article XV. Dissolution

Section I. Upon dissolution of the Spring Grove Music Boosters, all 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.

Section II. Providing the organizations are exempt under section 501(c)(3) of the Internal Revenue Code at the time of the Spring Grove Music Boosters dissolution, assets should be disbursed in equal portions to the following:

Spring Grove Area Scholarship Fund, Inc.

History of SGMB By Laws:

*Voted & Approved – November 2007

*Amended March 2008

*Amended April 2008

*Amended June 2010

*Amended June 2012

*Amended August 2014

*Amended January 2015

*Amended June 2016

*Amended June 2021

*Amended June 2022

*Amended June 2023