

BIG WALNUT MUSIC & MARCHING BOOSTERS INC.

By- Laws of the Organization (Revised November 2022)

All by-laws, rules, and regulations prior to this date shall be void

Article I Name & Location of Organization

Section 1

This Organization shall be known as the Big Walnut Music & Marching Boosters Inc.

Section 2

Normal meetings shall convene at the High School of the Big Walnut School System in Sunbury Ohio. If an in person meeting is not possible, the Big Walnut Music and Marching Boosters may conduct an electronic meeting.

Article II Purpose of Organization

Section 1

It is the professed goal of this organization to simulate productive scholarship and community interest in the instrumental and vocal music programs throughout the Big Walnut School System.

Section 2

The objectives of this organization shall be:

- a) To advance and promote extracurricular activities related to the music programs of the Big Walnut School System.
- b) To organize and conduct specified worthwhile projects and events for fundraising (for the furtherance of the above objective) in which are considered legal under local and State of Ohio laws.

Article III Participation

Section 1

Participation is open to all adults residing in the Big Walnut School District, adults with Students in the Big Walnut School District, Big Walnut Music Faculty and students. Participants should be individuals with an interest in superior scholastic ability in the field of music at Big Walnut Schools and in that, those students possessing these qualifications will be afforded the opportunity to further their musical talents.

Article IV Voting

Section 1 Privileges

Voting privileges during normal meetings are limited to Elected Officers, Trustees and the music department heads for Big Walnut High School. The president will only cast a vote in the event of a tie.

Voting privileges are extended to all adult participants at the annual meeting to elect officers or a meeting called with the special purpose of removing officers.

Section 2 Absentee and Proxy Voting

Absentee and proxy voting is never acceptable.

Section 3 Quorum and Conducting Business

A quorum for conducting normal business shall be reached when at least 3 elected participants are present. A simple majority (51%) of those with voting privileges is sufficient to pass a resolution.

Section 4 Matters outside of a normal meeting

For issues requiring a vote and decision outside of a normal meeting, the vote can be conducted via electronic communication to the officers, trustees and faculty. A simple majority (51%) of all officers, trustees and faculty is needed to pass an emergency motion. These emergency motions should be added to the agenda for the next upcoming normal meeting under Old Business to be brought into the record.

Section 5 Expenditures

Any non-budgeted single expenditures of \$5000 or more require a simple majority (51%) at any normal meeting to be approved.

No motions for expenditures over \$500 can be brought at the annual election meeting or a special meeting called for any purpose. Emergency motions outside of normal meetings cannot pass individual expenditures in excess of \$2000 or total expenditures of \$5000 between normal meetings.

Section 6 Elections

Nominations for election for the next term shall be submitted at the regular March meeting and remain open through April 30th. If there are no nominations for an elected official seat having been submitted prior to April 30th, a motion and a second from the floor at the annual election meeting shall be required to add a nomination for an elected office. Voting for new officers shall occur during the regular May meeting. Those elected shall begin their term August 1st.

Article V Administration of Duties

Section 1

A governing board consisting of officers, trustees and faculty shall administer the duties of this organization. All officers and trustees must be active participants in order to hold office on the governing board.

Section 2

The elected officers shall consist of a President, 1st Vice president, 2nd Vice President, Secretary, and two (2) Treasurers. Terms of office shall be annually commencing August 1st through the following July 31st.

- a) Duties of the President and/or their appointed designee shall be to preside over meetings, assign committees as needed to manage the affairs of the organization and promote the objectives of the organization through public engagements. The Vice Presidents shall assist with these duties as required. Any committees shall remain active until they have accomplished the purposes for which they were appointed or until the inauguration of the succeeding term.
- b) The Secretary and or their appointed designee shall be required to see that minutes are taken at each meeting and a monthly report is produced. Records shall be retained upon an approved schedule.
- c) The Treasurers shall share the duties of the office in order to create a balance of accountability and also shall produce a monthly statement. The fiscal year shall begin the first day of July and end the last day of June the following year. An unbiased accountant shall perform an audit each year. In order to comply as a non-profit organization, all fundraisers will be a part of the organization and all monies will be reported to the treasurers.
 - i) In the event there is only a single treasurer elected, the Board will select a second signatory from among the Trustees.

Section 3

Trustees shall be elected each year up to a number not to exceed the number of elected officers and no fewer than 3. Trustees will serve the same term as all other elected officers. The trustees shall control, maintain, and preserve all property of the Big Walnut Music and Marching Boosters Inc.

Section 4

In the event there are no elected officers of the Big Walnut Music and Marching Boosters, the music department heads for Big Walnut High School will be co-executive directors to conduct normal business until officers can be elected. Each regular meeting should be held as an election meeting until sufficient officers are elected to represent a quorum.

Article VI Leave of Office

Section 1

Whenever an officer is absent or whenever for any reason the governing board may deem it desirable, the board may delegate the powers and duties of an officer or trustee to any other officer or trustee.

Section 2

Vacancies occurring in any of the duly elected officers and trustees of the organization with submission of written notice shall be filled by a majority vote of the governing board. The person chosen to fill the vacancy shall serve until July 31st, the end of the current term.

Article VII Removal of Officers

Any officer or trustee may be removed for just cause by a simple majority (51%) vote of the participants present at any special meeting called for that purpose.

Article VIII Meetings

Section 1

A regular business meeting shall be held on a recurring basis at set intervals excluding holidays and unforeseen schedule conflicts. The President and / or their appointed designee shall determine when a meeting is to be scheduled. Notification of all scheduled meetings shall be made at least two weeks in advance. Minutes shall be taken for all meetings of the organization including any closed door sessions by the governing board in which at a later time can be released after the matter is resolved. Resolution of any conflict in protocol shall be determined by use of Robert's Rules of Order.

Section 2

A meeting agenda shall be distributed prior to the beginning of any regular meeting and presented in a logical order. Each meeting has specific issues. The following order of business is a general guideline.

- Call to Order
- Secretary Report
- Treasurer Report
- Faculty Reports
- Need for Expenditure
- Committee Reports
- Old Business
- New Business
- Adjourn

Section 3

The annual election meeting shall have an agenda that shall be distributed prior to the beginning of the annual election meeting and presented in logical order. The following order of business is a general guideline.

- Call to Order
- Approval of the Annual Budget for the upcoming year
- Nominations from the Floor (if applicable)
- Election by office

Section 4

A special meeting can be called by the president or by a petition presented with 1000 signatures of individuals residing in the Big Walnut School district. This meeting is for a single clearly stated purpose, each petition signature should be on its own form, outline this special purpose on the

form and include the individual's address and clearly printed name. The president's notice of special meeting must include this single clearly stated purpose. The special meeting cannot be held within 30 days of the petition receipt or the president's notice but must be held within 60 days of the petition's receipt or the president's notice.

Article IX Amendments

Section 1

Notice of intention to amend these by-laws, shall include the proposed changes and shall be given to the participants at a regular meeting and be tabled for one month prior to voting on the measure. A simple majority vote of participants present shall invoke any changes made at that time.

Article VIV Dissolution of Organization

Section 1

The Big Walnut Music and Marching Boosters can only be dissolved at a special meeting called for that purpose by a simple majority of the voting participants present. In the event of the dissolution of the organization, the assets remaining after payment shall be disbursed and divided between the Big Walnut Choir, Big Walnut Band and Big Walnut Orchestra.