

MEADE MUSIC BOOSTERS CLUB
CONSTITUTION, BYLAWS AND STANDING RULES

CONSTITUTION

Article I

The name of the Organization shall be the Meade Music Boosters Club or MMB.

Article II

The purpose of the Organization shall be to support and maintain the quality of Meade Music Programs overall environment in the public schools that have programs designed to help students learn and participate in Music based Curriculum at the Elementary through Secondary School Level. This is done by raising and utilizing funds, resources and ideas for educational and recreational opportunities; and by promoting a better understanding, through cooperative effort, among teachers, parents, students and community members.

Article III

The officers of the Organization shall be President, Vice-President, Secretary and Treasurer. Their duties shall be as described in the By-Laws, Article IV. The slate of four Officers shall be known as the Executive Board.

Article IV

The Organization shall meet on a regular or monthly basis, except for months when the scheduled meeting falls on a holiday or when school is out of session.

1. The regular meeting day and schedule shall be established, by general consensus, on the first meeting of the school year;
2. Special meetings may be called when necessary by the Executive Board; and
3. Decisions may be made by the Executive Board, when necessary, in between regular scheduled meetings. The decision made by the Executive Board will be communicated to the MMB members and the affected Schools Music Community.

Article V

Any South Dakota resident who is interested in the MMB may become a voting member by having a child or relative (enrolled in a Music-based Class or program) or a desire to support the Mission of the MMB. Any person who is interested may attend the MMB meetings. All memberships expire June 1st of each year.

Article VI

Voting members present at any regular meeting constitute a quorum for transacting business.

Article VII

Article and clauses of the Constitution, By-Laws and Standing Rules may be adopted, amended or repealed at any MMB meeting, under both the following conditions;

1. Advance notice of the intention to do so is given, at least one (1) week prior to the meeting. Notice is given either through school correspondence, at the previous meeting, or both.
2. Any and all changes must be approved by a two-thirds (2/3) vote of the members present.

Article VIII

With the exception of the MMB's regular obligations, the disbursement of Organization funds requires the approval of a quorum of voting members. In cases where a decision can't wait for the regular meeting, the Executive Board qualifies as a quorum.

Article IX

Any time the Organization wishes to sponsor or participate in a community event, whether it occurs on or off school grounds, approval by majority vote taken at a regular meeting is required.

Article X

Should the Organization be disbanded at some future date, any remaining funds shall be used for the purchase of equipment or material need for Music Programs affected. The nature of those purchases shall be decided wither by majority vote, or by a general consensus of remaining members.

By-Laws

Article I

Officers for the coming year shall be elected at the regular September meeting and installed in October. Officers shall serve a term of one (1) year with a maximum of two (2) consecutive terms in the same Office held. When an officer is unable to complete a term or the position become vacant, the Executive Board (or those remaining) shall appoint a replacement to fill the vacancy.

Article II

All meetings shall be conducted in an orderly manner based on Robert's Rules of Order.

Article III

The President: It shall be the duty of the President to preside over Organization meetings, to chair the Executive Board, to appoint all committees and committee chairs, and to perform other duties as pertinent to

his or her office. The President does not vote, except in cases where a vote results in a tie. At that time the President may cast the deciding vote.

The Vice-President: He or she shall conduct meetings in the absence of the President, assist the President when called upon to do so, and shall be responsible for presenting the names of any and all standing committee chairs at the May meeting.

The Secretary: She or he shall keep accurate minutes of all meetings and shall have current By-Laws documents for distribution to members upon request of the affected schools within the District.

The Treasurer: The Treasurer shall receive all MMB monies and pay all disbursements with a check drawn on the MMB Account under it's own Tax Identification Number. The Treasurer will not be allowed to disburse funds without approval of Executive Committee. She or he shall keep a record of all donations, contributions and funds for the Organization. The Treasurer shall make a report of the previous month's financial activity at the start of each meeting, stating income and expenses and the balance of each account held by the MMB. The Executive Committee will appoint a Trustee (a person not on the Executive Committee) to review and verify the accuracy of the Treasurer's Monthly Report prior to being submitted to the Members at the Regular Meetings.

1. An annual audit of the treasurer's books will be completed at the end of each school year. The MMB may hire or appoint the person who will conduct the audit. The audit must be completed by a neutral third- party accredited Accountant who specializes in Non-Profit Tax requirements.
2. All Organization checks must contain the signatures of two (2) of the following: The current MMB President or Vice President, the Treasurer and/or Secretary.

STANDING RULES

2. The first meeting of the MMB will be the first available weeknight of school of each new school year at 6:30 pm. At that meeting the meeting day and times will be established for the remainder of the year.
3. All events sponsored by the MMB and held at a Meade County School need to have the permission of the Meade School District. A "Permit to Use School Facilities" must be signed prior to each event. This agreement can be obtained from the Meade School District Business Manager.
4. All events sponsored by the MMB and held at any City Park or property, the MMB will contact affected City Hall regarding scheduling and information of the event.
5. Approval from the required affected local entity of Government is a prerequisite anytime the MMB wishes to hold or sponsor a raffle. This is to include the affected Public School(s) the raffle will benefit.
6. The Meade Music Boosters Club Constitution, By-Laws and Standing Rules shall be reviewed at the start of each October meeting, with any necessary revisions recommend at that time. Approval shall be accomplished by a majority vote of the members at the November meeting.

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6. The MMB may distribute information about its events, activities, minutes of meetings in print, email or via social media sources. Information distributed by the Organization will not include pictures.

This is to certify that the foregoing is a true and correct copy of the Meade Music Boosters Club Organization Constitution, By-Laws and Standing Rules of the MMB and that such Constitution, By-Laws and Standing Rules were duly adopted by the Executive Board of the MMB on the date set forth below.

President

Date