

## **By-Laws of The Maloney Music Boosters**

**PROPOSED: 5/1/2024**

### **Article 1: Name**

The name of the organization will be the Maloney Music Boosters. Hereafter referred to as the “Boosters”.

### **Article 2: Mission**

The mission of the Boosters is to advocate for the value of music education and support the Music Department of Francis T. Maloney High School, Meriden, Connecticut and its students. Our mission is to promote the standards upon which the Music Department is based: Pride, Musicianship, Respect and Excellence.

### **Article 3: Purpose**

The purpose of the Boosters is to bring together interested persons to augment, promote and provide volunteer and financial support for the Music Department of Francis T. Maloney High School, Meriden, Connecticut and its students.

### **Article 4: Membership**

Membership shall be open to all individuals (hereafter “members”) who are 18 years of age and older, who are no longer students of the Meriden Public School system and have an interest in the Music Department of Maloney High School. Students of the Music Department of Francis T. Maloney High School may attend meetings but may not be a member of the leadership committee. Any parent, community member or alumni who actively attends meetings and/or actively volunteers at Maloney Music Department events will be considered active Maloney Music Booster members. The Boosters will not discriminate against any person and no one will be denied membership according to gender, race, religion, creed, national origin or sexual orientation.

### **Article 5: Leadership Team**

The leadership structure of the Maloney Music Booster will consist of two entities: Board of Trustees and the Leadership Team.

The Board of Trustees will be an advisory board appointed by the Maloney Music Department Directors. This board will consist of adults with several years of experience within the program leadership and will work in an advisory capacity to the Leadership Team. Trustees are active members and have voting rights within the organization. The organization shall have up to six trustees.

The Leadership Team will be comprised of the following positions: President, Vice President, Treasurer, Secretary 1, Secretary 2, Secretary 3, Pit Crew Leader(s). A majority of the Leadership Team should consist of active program parents/guardians. Any member of the organization who has been active as a volunteer, chaperone, crew member or other active role during the current school year is eligible to be nominated for an open position. Nominations are made during the Spring in writing to the three program directors. A Leadership team is appointed by the Program Directors and Trustees and will be installed by the May Booster meeting.

## **Article 6: Elections**

Leadership Team Heads shall be appointed at the May meeting for a one-year term of office beginning July 1st through June 31st. There is no limit as to the number of terms that can be held. Any member interested in a leadership position is encouraged to apply. Leadership Team Heads can be terminated at any time at the direction of the Directors.

## **Article 7: Duties of the Leadership Team**

1. The Leadership Team will preside, along with the Music Department Directors over all regular and special Booster meetings and conduct all meetings in a manner consistent with these bylaws. 2. Serve as liaison with the Music Department Directors. 3. Coordinate and oversee all Booster activities. 4. Work with the Board of Trustees to ensure that the best interests of Boosters are being met.

## **Article 8: Meetings**

Regular meetings of the Boosters will be held monthly during the regular school year unless otherwise decided upon by the Music Department Directors. Additional meetings needed can also be scheduled by the Leadership Team. Meetings may be held in person, by telephone or other electronic conference call or by email. Notice of all meetings will be given to all members and a quorum of the Boosters participates in such meeting. Meeting agendas will be provided by the Music Department Directors and the Leadership Committee. The minutes of all meetings, except executive sessions, shall be published on the Booster website. Special meetings of the Boosters may be called by the Leadership Team or the Music Department Directors. The purpose of these meetings shall be stated in the call of the meeting and Members shall receive reasonable notice of such meetings under the prevailing circumstances. The date and time of meetings will be determined by the Music Department Directors. All meetings will be held at Maloney High School unless otherwise designated.

## **Article 9: Board of Trustees**

A Board of Trustees will be appointed by the Music Department Directors. This group of individuals may be former or long-standing Booster Members who have acquired an abundance of Booster experience. This board shall act as an advisory to the Leadership Team and Music Department Directors. The Board of Trustees will ensure the best interest of the Boosters. Directors will appoint Trustees every two years and may appoint up to six Trustees.

## **Article 10: Standing Committees**

Current committees include: 1. Admissions, 2. Concessions, 3. Security, 4. Hospitality, 5. Publicity and Media, 6. Fundraising and Grant, 7. Half Time All the Time, 8. House, 9. Meeting Notes and Correspondence, 10. Uniform and Costume 11. Pit Crew and Set Build.

## **Article 11: Finances Section**

The Treasurer will be nominated by the Leadership Team and will be voted on by the Trustees, Leadership Team and Directors.

### **Section 1. Fiscal Year**

1. The fiscal year will begin August 1st and end on July 31st .
2. An annual financial report will be prepared by the Treasurer and shall be available to all Booster members for review. Monthly reports are available upon request.
3. Fiscal records will be maintained through Quickbooks and monthly reports will be provided to the leadership team by the Treasurer.

### **Section 2. Audit**

1. All financial records will be audited annually.
2. A third party appointed by Board of Trustees who is not a member of the outgoing Leadership Team or Trustees and is not a member of the incoming Leadership Team must conduct the audit.

### **Section 3. Expenditures, Expenses and Deposits**

1. All expenditures, expenses and deposits will be available in a Treasurer's Report at all regular and special Leadership Team and Booster meetings.
2. Expenditures and expenses to be reimbursed by the Boosters must include a valid receipt and statement explaining the purpose of the purchase and the event or activity for which it was purchased.
3. The Boosters will approve by vote most expenditures.
4. Expenses required for the running of established events do not require prior Booster approval. All purchases must be conveyed to the leadership team and directors before transactions take place.
5. The Leadership Team may, by majority vote, approve expenditures up to \$600 without a vote of the Boosters. The Boosters shall be informed of these expenditures at the next regular or special Booster meeting.
6. All expenditures above \$2,000 must be voted on by the membership at a monthly meeting.
7. Special funds may be established as deemed necessary by the Leadership Team. i.e. bereavement, scholarships, etc.

### **Article 12: Records**

A copy of the bylaws and its amendments, minutes of regular and special Leadership Team and Booster meetings, attendance at meetings, membership roles, copies of correspondence and financial records and reports shall be kept on file by the Treasurer and the Meeting Correspondence Committee within the Booster Google Drive.

### **Article 13: Authority**

The Boosters shall be governed by these bylaws.

**Article 14: Bylaws**

Proposed amendments to these bylaws must be submitted in writing to the Leadership Team. Written notice of proposed amendments to these bylaws must be given to Boosters at least 21 days prior to the meeting at which a vote will be taken. These bylaws may be amended by a majority vote of an online quorum at any regular or special Booster meeting. An amendment may be an addition, deletion or change to the bylaws. These bylaws shall be reviewed every three years by a special committee appointed by the Leadership Committee.