

BY-LAWS OF
Naugatuck High School Greyhound Band Association

Approved March 10, 2015

Revised April 9, 2015

ARTICLE I. NAME

The name of this Association shall be the “**Naugatuck High School Greyhound Band Association**” and hereinafter shall be referred to as the “Association.”

ARTICLE II. ASSOCIATION

- 2.1 The purpose of this Association is to promote the fellowship and musical activities of the students and faculty, members of the Band, parents, and friends of the band. In support of this purpose, this Association shall assist and support the Band Director in carrying out the musical activities and functions of the Band. This Association shall exist solely for the above stated purpose and to advance the education of music in the Naugatuck Public School system.
- 2.2 In support of its primary purpose, the Association shall engage in activities which: (1.) encourage and provide student members of the Band with the opportunity to raise funds for the support of their Band activities; and (2.) aid the growth of the Band’s general fund as well as the Association’s general fund.
- 2.3 This shall be a non-profit organization. All service rendered by its members shall be done so voluntarily and without pay, although members will be reimbursed for real expenditures, less any taxes paid, that they make in fulfillment of their duties.
- 2.4 In the event of the dissolution of this Association all assets from the general fund and any other special funds that exist at the time shall be transferred to the Naugatuck Board of Education to be distributed to the Naugatuck High School Band through the central treasury budget to be used for the furtherance of music education.
- 2.5 The Association shall have all of the powers permitted to a voluntary non-profit incorporated association under the laws of the State of Connecticut. However, notwithstanding anything herein to the contrary, the Association shall exercise such powers solely as or in furtherance of the exempt purpose of the Association in such subsection of Section 501 (c)(3) of the Internal

Revenue Code of 1954, as amended, under which the Association chooses to qualify for exemption.

ARTICLE III. MEMBERSHIP

- 3.1 Membership shall be open to all parents and/or guardians of students in the Band. The Executive Board, by a two thirds (2/3) majority (rounded up) vote, may allow membership to alumni parents and alumni band members, community members and other persons who are committed to supporting the primary purpose of the Association as set forth in Article II.
- 3.2 Membership in this Association shall entitle each member to all voting rights and privileges.

ARTICLE IV. OFFICERS AND ELECTIONS

- 4.1 The officers of this Association referred to as the Executive Board shall consist of a President, Executive Vice President, Vice President of Band Operations, Vice President of Volunteer Services, Treasurer, Communication Secretary, Recording Secretary, Members at Large and the Band Director as an ex-officio member.
- 4.2 The Executive Board may remove one or more of the Officers with or without cause at any time.
 1. An Officer may be removed by the Executive Board only at a meeting called for the purpose of removing the Officer
 2. The meeting notice must state that the purpose or one of the purposes, of the meeting is the removal of an Officer.
 3. This meeting shall be of the entire Executive Board, excluding the Officer in question who may or may not attend.
 4. The Officer in question may be placed under suspension until this meeting is held if deemed necessary by the Band Director and President, or Executive Vice President if the President is the Officer in question.
 5. Removal will be by 2/3 majority vote of the Executive Board.

4.3 OFFICERS

1. Each Officer and Member at Large shall be a member of this Association as defined in Article III. The Band Director, President and Treasurer will

- make a determination of whether a member is considered an active member.
2. The election of the Officers shall be held annually in May. Duties and responsibilities of the new Officers shall become effective with the June Association monthly meeting being hosted by the new and past Officers.
 3. Officers shall serve a one-year term.
 4. New Officers may be nominated by any member in writing and are elected by a simple majority vote of the Association members present. Vacancies will be filled as needed based on resignations and/or completion of term.
 5. Executive Board members currently serving his/her second consecutive term on the Executive Board are eligible for nomination only in the event that there are vacancies that are not filled by other Association members.
 6. Should the number of nominees exceed the number of openings on the Executive Board, those nominees who receive the highest number of votes shall be elected. In the event of a tie, the Nominating Committee shall make the deciding vote as defined in Article 8.4.
 7. In all cases, the Band Director, as selected by the Board of Education through their selection and hiring process, is a non-elected ex-officio Officer of the Association.
 8. There shall be no more than 5 Members at Large serving on the Executive Board.
 9. Any Officer, including Members at Large, shall have oversight of committees.
 10. There shall be no less than 3 and no more than 12 voting members serving on the Executive Board.
 11. There shall be representation from the Executive Board at all Band functions.

ARTICLE V. DUTIES OF OFFICERS

5.1 PRESIDENT

The President shall perform all duties normally associated with this position, including but not limited to, acting as the spokesperson for the Association. The President shall be responsible for posting the notice and agenda and preside at all meetings of the Association and at all Executive Board meetings. The President shall appoint all Committee Chairpersons.

5.2 EXECUTIVE VICE PRESIDENT

The Executive Vice President shall assist the President in the implementation of policies, programs, and activities approved by the Band Director. The Executive Vice President shall in the event of the absence, inability or at the request of the President, assume control of any regular meeting of the membership or Executive Board meeting or any other function or activity, with

all rights, privileges, and power as if they had been duly elected president. In addition, the Executive Vice President shall oversee all fundraising activities.

5.3 VICE PRESIDENT OF BAND OPERATIONS

The Vice President of Band Operations shall assist the President and Band Director in overseeing all necessary arrangements related to band performances, trips, extended rehearsals, and band camp in order to ensure the success of all such events related to both fall and winter programs. These arrangements include but are not limited to the following:

1. Fittings and maintenance of Class A uniforms and fittings and distribution of Class B uniforms.
2. Hospitality during rehearsals and band camp including the end of Band Camp Family event.
3. Oversight of chaperones and pit crew during away shows.

5.4 VICE PRESIDENT OF VOLUNTEER SERVICES

The Vice President of Volunteer Services shall assist the President and Band Director in coordinating the recruitment of all volunteers for events that support the primary purpose of the Association including but not limited to home and away shows, band camp, concessions for various activities, recognitions, celebrations and fundraising activities.

5.5 RECORDING SECRETARY

The Recording Secretary shall be responsible for recording and distributing the minutes of all meetings. Meeting minutes will include committee reports and recommendations for next year's officers. The Recording Secretary shall maintain records of student information, including but not limited to contact, emergency and medical needs.

5.6 COMMUNICATION SECRETARY:

The Communication Secretary shall be responsible for conducting any necessary correspondence of the Association and shall be responsible for communications concerning the band with media outlets including social media. The Communication Secretary shall be the liaison to the Naugatuck High School Marching Band Alumni and Supporter Association. The Communication Secretary shall be responsible for the management of communication including electronic communication to the membership.

TREASURER

1. The Treasurer shall have the care and custody of all moneys belonging to the Association and shall be responsible for such moneys.
2. The Treasurer will be responsible to maintain electronic bank account balances in the approved software by the Executive Board.
3. The Treasurer will be responsible to reconcile all bank statements and balance monthly to the checking account.
 - ♪ All checks will require two signatures.
 - ♪ The Association President, Executive Vice President, Vice President of Band Operations and Treasurer will be eligible to sign checks.
 - ♪ These members must go in person to the designated financial institution and complete the required signature card and/or paperwork necessary.
 - ♪ The Band Director will remain the 5th person eligible to sign at all times.
4. The Treasurer-elect shall attend Executive Board meetings once elected prior to the beginning of term to ensure continuity.
5. The Treasurer shall maintain an operating budget as decreed by the time of the year and past operating expenses.
6. The Treasurer shall work closely with the Executive Vice President and the various fund raising events chairpersons in order to maintain financial accountability for these activities.
7. The Treasurer shall provide the Executive Vice President a list of requirements for proper accounting for specific fund raising activities.
8. The Treasurer shall pay all bills authorized by the Association, keeping suitable records of disbursements backed up by appropriate receipts.
9. The Treasurer shall submit a report of all receipts and disbursements at each regular meeting of the Association, comparing such results with budgeted amounts, as of the date of the previous Executive Board meeting.
10. The Treasurer shall close books at the end of the Association's fiscal year and submit them along with appropriate records, to the Auditing Committee appointed by the Executive Board.
11. The Treasurer shall be required to complete any tax forms as required by the State or Federal Government along with submit all necessary reports to ensure the Association continues to maintain tax-exempt status as a 501(c)3 non-profit organization.
12. The Treasurer shall file the Annual Report of the Association and any other documents that may deal with the Association with any State or Federal Regulations.
13. The Treasurer shall provide guidance to the Executive Board in fiscal responsibility with decisions of purchases for the Association making certain such purchases are in compliance with annual budget allowances.
14. The Treasurer shall submit an annual audit to the Executive Board, who will identify and vote at the November Association meeting the person(s) that will conduct the annual audit. Whereas an annual audit

will be done at a minimum, it is recommended two audits be performed annually, one between December 15 and January 31 and the second by July 1.

- ♪ All efforts should be made to have the audit completed by July 1.
- ♪ The audit must be completed no later than July 20 with all account records, electronic and paper, in the possession of the elected Treasurer for the current fiscal year no later than July 25.
- ♪ Audits may be required and scheduled from an official motion passed at an Association Meeting at any time of year.
- ♪ The membership may vote to require an audit by an outside, professional source.

ARTICLE VI. EXECUTIVE BOARD

The Executive Board shall consist of the Officers of this Association and the Band Director. The duties of the Executive Board shall include, but not be restricted to the following:

1. To transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association;
2. To create standing and special committees;
3. To approve appointed posts as described in Article V;
4. To approve the plans of work of all committees;
5. To present a report at the regular meetings of the Association;
6. To select an Auditor and/or Auditing Committee to audit the Treasurer's accounts annually;
7. To prepare and submit, to the Association membership for adoption, a budget for the following year;

Regular meetings of the Executive Board shall be held monthly during the year, the time to be fixed by the Executive Board at its first meeting of the year. A simple majority (rounded up) of the Executive Board shall constitute a quorum. Relatives serving on the board together are not specifically prohibited, but a quorum cannot be primarily comprised of family members. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. All votes of the Executive Board require two thirds (2/3) majority (rounded up) of the votes of the entire Executive Board membership to pass, regardless of the number of Executive Board members present at a meeting.

ARTICLE VII. MEETINGS

There shall be a minimum of four annual membership meetings to be held relative to band events.

ARTICLE VIII. COMMITTEES

- 8.1 The Executive Board may create standing committees as it may deem necessary to promote the objectives and carry on the work of the Association.
- 8.2 The power to form special committees and appoint or elect their members rests with the Executive Board.
- 8.3 The President and Executive Vice President may be an ex officio member of all committees except the Nominating Committee.
- 8.4 NOMINATING COMMITTEE
 1. The Nominating Committee shall consist of the Nominating Committee chairperson and up to four members.
 - a. The President shall appoint, and the Band Director approve, a member of the Association as chairperson for the Nominating Committee before the February meeting each year.
 - b. The Nominating Committee Chairperson shall select up to four Association Members to serve on the Nominating Committee along with the chairperson.
 - c. Ideally, each Association Member of the Nominating Committee will represent each of the four high school classes (freshman, sophomore, junior, senior) by having a student in that class.
 - d. The President and the Band Director shall approve the members of the Nominating Committee.
 2. The Nominating Committee shall nominate at least one eligible Association Member for each office and shall attend the April Executive Board meeting to present the slate and report its nominees at the regular meeting of the Association in May.
 - a. In all cases, potential candidates for office will be vetted with the President, Treasurer, and Band Director to verify that they comply with Article III prior to being presented to the entire Executive Board.
 3. Nominations from the floor may only be made at the May Association meeting for any office.
 - a. In all cases, potential candidates for office will be vetted with the President, Treasurer, and Band Director to verify that they are an active member of the Association and comply with Article III prior to assuming responsibilities of the elected position.
 4. In all cases, only those Association Members, who have signified their consent to serve, if elected, shall be nominated for or elected to such office.
 5. The Nominating Committee shall nominate those individuals for the office of Executive Vice President who consents to be nominated for the office of President following the term of the current President or a vacancy of the President's office.
 - a. While the position of Executive Vice President may provide

suitable training for the office of President of the Association, at no time shall a member's appointment to the position of Executive Vice President obligate or preclude the Nominating Committee from nominating the Executive Vice President for the office of President.

ARTICLE IX. FISCAL YEAR

- 9.1 The fiscal year of this Association shall begin on July 1 and end on June 30 of the following year.

ARTICLE X PARLIAMENTARY AUTHORITY

- 10.1 This Association shall be governed under the following in this order of precedence (with highest priority listed first):

1. Federal law,
2. State of Connecticut law,
3. These bylaws, and
4. The rules contained in the current edition of Robert's Rules of Order Newly Revised.

ARTICLE XI. AMENDMENTS

- 11.1 The bylaws may be altered, amended, repealed or added to by a vote of the Executive Board provided that any such proposed change has been electronically mailed or posted on a website accessible to all Executive Board members 10 days prior to the meeting. All votes of the Executive Board require a two-thirds (2/3) majority (rounded up) vote of the entire Executive Board to pass, regardless of the number of Executive Board members present at the meeting.

- 11.2 A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a two-thirds (2/3) majority vote (rounded up) of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment. All votes of the Executive Board require two thirds (2/3) majority (rounded up) of the votes of the entire Executive Board membership to pass, regardless of the number of Executive Board members present at the meeting.

- 11.3 No amendment shall be effective which shall cause the Association to lose its status as a 501(c)(3) tax-exempt organization

ARTICLE XII. FINANCIAL

- 12.1 An accounting shall be maintained of monetary payments for band enrichment fees.
- 12.2 During April, the President, Executive Vice President, Treasurer and Band Director shall create a proposed budget for the Association along with proposed participation fees due from each student for the upcoming academic year.
- 12.3 At the May Executive Board meeting, the President, Executive Vice President, Treasurer and Band Director, shall propose the budget and annual participation fees for band members due from each student for the upcoming academic year for a vote by the Executive Board. All votes of the Executive Board require two thirds (2/3) majority (rounded up) of the votes of the entire Executive Board membership to pass, regardless of the number of Executive Board members present at the meeting.

ARTICLE XIII. INDEMNIFICATION

The Association agrees to indemnify, defend and hold harmless the Board Members, its Officers, Directors and Employees, from and against all liability, loss, cost or expense (including attorney's fees) by reason of liability imposed upon the organization, arising out of or related to organization's activities, whether caused by or contributed to by the members or any other party indemnified herein, unless caused by the sole negligence of the member or any other party indemnified herein.

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