

BY-LAWS

**South Plainfield High School
Boosters of the Musical Arts Association, Inc.**

(doing business as South Plainfield High School Music Boosters)

**200 Lake Street
South Plainfield, New Jersey**

Amendments proposed: April 10, 2024

Approved by general membership: May 1, 2024

ARTICLE I – NAME

The name of the organization shall be the South Plainfield High School Boosters of the Musical Arts Association, Inc., herein referred to as the Music Boosters.

ARTICLE II – PURPOSE

1. The purpose of the Music Boosters is to promote and maintain the student, parent, and community interest in the vocal and instrumental music programs at South Plainfield High School.
2. The Music Boosters shall lend all possible support—including logistical, financial, and moral—to South Plainfield High School bands, choirs, orchestras, color guard programs, and musical productions.

ARTICLE III – NONPROFIT AND CHARITY STATUS

1. The Music Boosters is a New Jersey nonprofit organization that exists for charitable and educational purposes, including the making of distributions to organizations that qualify as exempt organizations.
2. The Music Boosters is registered 501(c)(3) as defined by the Internal Revenue Code.
3. The Music Boosters is a registered charity in the State of New Jersey with the New Jersey Division of Consumer Affairs Offices.

ARTICLE IV – BASIC POLICIES

1. The Music Boosters shall be noncommercial, nonsectarian, and nonpartisan.
2. The Music Boosters, nor members in their official capacities, shall not endorse a political or commercial entity or engage in activities not related to promoting the purpose outlined in Article II. This shall be in accordance with the provisions allowable for IRS registered 501(c)(3) organizations, IRS Section 170(c), as well as any future relevant sections.
3. No revenues of the Music Boosters shall insure the benefit of, nor be distributed to its members, officers, or other private persons.
4. No Member or Officer shall be compensated monetarily for any work done on behalf of the Music Boosters, however, the Music Boosters shall be authorized to pay reasonable compensation for services rendered under allowed purposes with a written agreement.
5. The Music Boosters shall work within the organization's adopted budget.
6. The Music Boosters shall operate under a fiscal year dated July 1 to June 30.

ARTICLE V– MEMBERSHIP AND DUES

1. MEMBERSHIP TYPES

- a. **General Membership.** General membership shall be open to any adult parent or guardian of a South Plainfield High School student participating in a music department ensemble as defined in Article II Section 2, upon payment of a membership fee. General members shall have interests and beliefs which coincide with the Music Boosters purpose as defined in Article II.

- b. **Staff Membership.** Staff membership shall be open to any adult faculty or staff of the South Plainfield School District having interests and beliefs which coincide with the Music Boosters purpose as defined in Article II, upon payment of a membership fee.
 - c. **Alumni/Community Membership.** Alumni/Community Membership shall be open to any adult former member, student, or community member having interests and beliefs which coincide with the Music Boosters purpose as defined in Article II, upon payment of a membership fee.
- 2. Membership fees shall be determined by the Executive Board and shall be an amount that is reasonable and customary. The amount will be determined no later than July 1st for the following school year.
- 3. All new members shall be provided a digital copy of our current by-laws. A printed copy shall be available to any member at request of the Executive Board.
- 4. A member in good standing shall be defined herein as a member who:
 - a. has paid their dues;
 - b. has attended at least three (3) monthly membership or special meetings and/or reviews and acknowledges receipt of meeting minutes sent by the Recording Secretary;
 - c. upholds the Music Boosters purpose as defined in Article II.
- 5. A member must have dues paid in full at least fourteen (14) calendar days before a meeting and be in good standing to have voting rights.
- 6. A family membership, if offered by the Executive Board, entitles a maximum of two (2) votes per family of a paid member. Each individual must be present in person at a voting event.
- 7. No member shall act on behalf of the Music Boosters or represent themselves as the Music Boosters in any capacity without prior approval from the Executive Board. This provision shall apply to any and all written communications, news organization publications, social media, and businesses or the like. Further, members may not promote, support, or otherwise act on behalf of the Music Boosters for any personal cause or personal benefit.
- 8. All memberships shall expire on June 30th of the calendar year at 11:59pm.

ARTICLE VI – EXECUTIVE BOARD

- 1. The Music Boosters Executive Board shall consist of the following officers:
 - a. President
 - b. Vice President
 - c. Corresponding Secretary
 - d. Recording Secretary
 - e. Social Media Secretary
 - f. Treasurer
- 2. The Music Boosters Executive Board shall conduct the business of the Music Boosters between monthly membership meetings. The Executive Board shall create an agenda

for each monthly membership meeting, create standing order rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership as a whole.

3. Co-positions to the Music Boosters Executive Board are permissible. Co-positions shall be defined as an Executive Board position mentioned above being held by a maximum of two individuals during a single term.
4. The Music Boosters Executive Board shall craft a budget for the next fiscal year by July 30th.
5. Any Executive Board member may call for an Executive Board meeting.
6. Officers shall be nominated and elected as defined in Article VIII.
7. Officers shall serve for a term of one (1) year, and may be re-elected for additional terms.
8. Upon completion of their term, officers shall deliver all official materials to their successors no later than June 30th—or in the case of a resignation, by the next meeting. Due to banking and tax filing deadlines, the Treasurer is exempt from this and shall have the treasury materials closed and transferred by July 15th of the following fiscal year.
9. Resignations will be handled as follows:
 - a. Resignation will be accepted by the President and acknowledged in writing.
 - b. The open position shall be filled as defined in Article VIII, Section 7.
10. If an officer of the Music Boosters Executive Board is temporarily unable to perform their regular duties or a Vacancy occurs, the President, with the consent of the Executive Board, may designate another officer or member to fill the position pro tem.

ARTICLE VII –EXECUTIVE BOARD OFFICERS

1. President
 - a. Shall preside at all general and executive meetings;
 - b. Shall call monthly membership meetings;
 - c. Shall appoint committee chairpersons as needed;
 - d. Shall be an ex-officio member to all committees, however is free to volunteer for any committee;
 - e. Shall be responsible for coordinating and upholding the objectives and purpose of the Music Boosters;
 - f. Shall be a signatory on all the bank accounts.
2. Vice President
 - a. Shall act as aide to the President and shall in designated order perform the duties of the President at the President's request or in the President's absence;

- b. Shall oversee and coordinate fundraising by the Music Boosters and act as liaison for the Executive Board to any fundraising chairperson.
 - c. Shall coordinate the activities of officers and committees;
 - d. May be a signatory on all bank accounts, if deemed necessary.
3. Corresponding Secretary
- a. Shall conduct all correspondence as needed or as directed by the President or Executive Board members;
 - b. Shall forward a copy of all outgoing correspondence to the President for approval prior to sending out in paper or electronic form;
 - c. Shall inform general membership of any general and emergency meetings;
 - d. Shall maintain a copy of all correspondence sent or received, with the exception of Treasury documents which will be maintained by the Treasurer;
 - e. Shall report to the Music Boosters membership at all monthly membership meetings any correspondence received or sent out;
 - f. Shall take the minutes of any meeting in the absence of the Recording Secretary.
4. Recording Secretary
- a. Shall keep the minutes of all monthly membership meetings, Executive Board meetings and any special meetings;
 - b. Shall keep a record of the Music Boosters membership rolls including a record of membership fees (dues) collected from the Music Boosters membership
 - c. Shall retain a copy of the signed by-laws at all meetings;
 - d. Shall create and maintain the election ballot at the direction of the Vice President.
 - e. Shall keep a list of committees and committee members.
5. Social Media Secretary
- a. Shall maintain the website of the Music Boosters;
 - b. Shall send emails to the membership rolls as directed by the President or Corresponding Secretary;
 - c. Shall maintain the Music Boosters social media presence through Facebook and/or Instagram and the like with the assistance of the band, choir, orchestra, guard, and musical directors as needed;
 - d. Shall be responsible for other digital media marketing outreach as needed.
6. Treasurer
- a. Shall have custody of all funds of the Music Boosters and be a signatory on all bank accounts;

- b. Shall keep an accurate digital record of all Music Booster funds including all receipts and expenditures through an online financial management software;
- c. Shall keep such paper records of all accounts as shall be sufficient to current IRS audit retention recommendations to include all income, expenses and reports of such;
- d. Shall present at all monthly membership meetings a financial report detailing the income and expenses incurred since the last meeting meeting and provide a printed paper report on all Music Booster funds to the Recording Secretary;
- e. Shall receive all funds due to the Music Boosters and deposit to the Music Boosters accounts within five (5) days of receipt;
- f. Shall pay all bills accrued and expenses incurred by the Music Boosters timely and with notification to the Executive Board;
- g. Shall make expenditures of \$500 or less as approved by the Executive Board without need of a membership vote;
- h. Shall be authorized to act on behalf of the Music Boosters as needed in regards to financial matters;
- i. Shall complete monthly bank reconciliations for all accounts and present these reports along with the monthly bank statements to an Executive Board member for review. This Executive Board member is to be a non-signatory of the accounts and shall sign each reconciliation verifying the review is complete;
- j. Shall make oneself available to any member in good standing should the member wish to review the financial matters of the Music Boosters;
- k. Shall completely close the current school year's financial records by July 15th of the following school year;
- l. Shall be responsible for keeping 501(c)(3) tax exempt, incorporation, and any legal records up to date;
- m. Shall file with a certified accountant all records necessary to complete the annual tax returns by July 15th of the following school year.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

- 1. Executive Board nominations shall take place at the April monthly membership meeting.
 - a. Notification shall be given at the March monthly membership meeting.
 - b. Separate notification will be distributed to the membership roles.
- 2. Executive board nominees are to be selected from any General Membership member in good standing.
- 3. Nominations are to be sent in writing to the Corresponding Secretary by 3pm on the day of the April meeting to be included on the nomination slate.
 - a. Self-nominations are permissible.
 - b. Nominations may be made from the floor at the April monthly membership meeting in lieu of a written nomination.

- c. A General Membership member being nominated from the floor who is not present at the April monthly membership meeting shall be notified of the nomination.
 - i. Notification shall be made by the Corresponding Secretary at the conclusion of the April monthly membership meeting.
 - ii. Nominees may accept or decline this nomination and shall provide intent of the same to the Corresponding Secretary by 3pm on the day of the May monthly membership meeting.
 - iii. A nomination shall be considered forfeit and not included on the voting ballot should a nominee not respond to said notification by 3pm on the day of the May monthly membership meeting.
 - d. Any Member in good standing may make a nomination based on nomination requirements listed herein.
- 4. The Vice President shall confirm all nominees are eligible for consideration based on the requirements contained herein and shall instruct the Recording Secretary to prepare a ballot for the election.
- 5. Should there occur an instance where an Executive Board position fails to garner a General Membership member nomination, a nomination may occur from the entirety of the membership roles to fill the vacancy provided there are no further General Membership member nominations from the floor at the May monthly membership meeting immediately preceding the voting process.
- 6. Election of Executive Board officers will take place at the May monthly membership meeting.
 - a. An Executive Board office having more than one (1) nominee shall constitute a vote by secret ballot.
 - i. Secret ballots cast shall be counted by any two (2) members of the membership rolls not currently nominated for an Executive Board Office.
 - ii. The nominee with the most number of votes shall be deemed the winner.
 - iii. Should a nominee not receive a majority, the nominee with the least number of votes shall be eliminated from consideration and another vote by secret ballot will continue until a majority is won.
 - b. If a nominee is unopposed, a vote by acclamation with a show of hands is sufficient.
- 7. Special Elections are permitted during the school year as need arises for:
 - a. Filling an office due to an Executive Board Member resignation
 - b. Filling a Vacant Executive Board Member position
 - c. Accepting nominations from a General Membership member who wishes to hold an Executive Board office currently being held by an Alumni/Community Membership member.
 - i. Successful Nominee shall share the position as a Co-Officer with the Alumni/Community Membership member for the balance of the term
 - d. Shall be held in accordance with guidelines listed herein.

8. Newly elected officers shall assume office on July 1st.
9. All Executive Board officers are elected for one (1) year.

ARTICLE IX – MEETINGS

1. Executive Board meetings shall be held a minimum of once per month throughout the fiscal year as determined by the Music Boosters Executive Board prior to a monthly membership meeting.
2. General membership meetings shall be held monthly from September to June as determined by the Music Boosters Executive Board. July and August meetings will be announced as needed.
3. A quorum shall consist of twenty percent (20%) of the current members in good standing.
4. All meetings will be held at a time and place convenient to the Executive Board and membership.
5. Special meetings of the Music Boosters shall be called by the Executive Board with at least seven (7) days notice given to the membership.

ARTICLE X– COMMITTEES

1. Committees shall be formed as needed by the Music Boosters Executive Board.
2. Committees may consist of any Music Booster member, including Executive Board members, with the President acting as an ex officio member on all committees.
3. The Chairperson of each committee is responsible for presenting any proposal or business of the committee to the Executive Board for approval before presenting at a monthly membership meeting.

ARTICLE XI– MUSIC BOOSTERS SCHOLARSHIPS

1. The Music Boosters shall make available funds for annual scholarship awards for graduating senior students involved in the South Plainfield High School music programs who intend to attend college or another institute of higher learning.
2. The Scholarships shall be named as follows:
 - a. The Daniel A. Spisso Award for overall musical achievement;
 - b. The Fulvio C. D'Alessio Award for achievement in the guard units;
 - c. Four (4) South Plainfield High School Music Boosters general scholarships.
3. These Scholarships shall have funding as follows:
 - a. Spisso Award: One thousand dollars (\$1,000);
 - b. D'Alessio Award: Five hundred dollars (\$500);
 - c. South Plainfield High School Music Boosters general scholarships: Four (4) equal awards at two hundred fifty dollars (\$250) each.
4. Scholarship applications shall be made to all eligible senior students as per the South Plainfield School High School guidance department schedule.

5. A student may only receive one (1) scholarship.
6. A Scholarship Awards Committee shall be established to review and make selections of scholarship award winners after receiving the applications from the South Plainfield High School music directors and/or guidance department.
 - a. The Scholarship Awards Committee shall not include any parent of a graduating senior.
 - b. The Scholarship Awards Committee shall be composed of at least five (5) members of the membership and shall be selected by the March monthly membership meeting.
 - c. The Scholarship Awards Committee shall make scholarship award selections on the basis of musical achievement in and out of school, submitted application, submitted essay, character, cooperation, attitude, potential, and ability of the applicants. It is understood that the Guard members may not have academic grades in music.
7. The Scholarship Awards Committee chairperson shall set committee deadlines with respect to the South Plainfield High School guidance department submission deadlines.
8. The Scholarship Awards Committee chairperson shall provide the list of scholarship recipients to the President or other Executive Board member in a timely manner.
9. Funds for these Scholarship Awards shall be disbursed as defined in the Music Boosters standing rules.
10. The Scholarship Funds listed may be increased or decreased in dollar amount by standing rules based on availability of funds for that fiscal year.
11. All scholarship awards are dependent on the number of applicants and may not be awarded every year should no student be available or eligible. At such a time, all unused funds are retained in the Music Boosters general fund to be used for other Music Boosters activities or needs.

ARTICLE XII– PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order (Newly Revised 12th edition) shall govern meetings when they are not in conflict with the Music Boosters by-laws.

ARTICLE XIII –AMENDMENTS

1. The by-laws of the Music Boosters may be amended at any regular monthly membership meeting by a two-thirds ($\frac{2}{3}$) vote of the membership present providing notice of the proposed amendment(s) shall have been given at the previous meeting.

2. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws. The requirement for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

ARTICLE XIV– STANDING RULES

1. The current Music Boosters Executive Board may approve standing rules of policies and procedures to govern operational specifics of the Music Boosters.
2. These standing rules shall be adopted by a majority vote of the Music Boosters Executive Board.

ARTICLE XV– DISSOLUTION

1. Upon the dissolution of the Music Boosters, all assets, monetary and real, shall be distributed as seen fit by the Music Boosters Executive Board and/or the Music Boosters membership rolls for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. Should no purpose be determined by the Music Boosters Executive Board and/or the Music Boosters membership rolls, all assets shall be distributed to the federal government, or to a state or local government, for a public purpose.

ARTICLE XVI- SIGNATURES OF THE CURRENT EXECUTIVE BOARD

These by-laws are adopted for use by the Executive Board for the 2024 through 2025 school year and signed at Executive Board meeting dated:

JUNE 5, 2024 (Month Day, Year)

President: Michael Rapelye (print)

[Signature] (sign)

Vice President: Amara van Wyk (print)

[Signature] (sign)

Corresponding Secretary: Donna Power (print)

[Signature] (sign)

Recording Secretary: Jessica Butrico (print)

[Signature] (sign)

Social Media Secretary: Liz Rapelye (print)

[Signature] (sign)

Treasurer: Scott R. Muxa (print)

[Signature] (sign)