

Spring Hill High School Music Club By-Laws

Article I – NAME

The name of the organization shall be the Spring Hill High School Music Club.

Article II – OBJECTIVES

The particular objects for which this association is formed are:

- To create a closer relationship between parents, students, and the band director
- To help foster a deeper interest in music within the students, parents, and community
- To create a working relationship with the band, community, and parents as a whole
- To associate itself with and assist in the financial betterment of the band
- To defend and uphold the administration in all matters and things pertinent to the band to be and to remain within the jurisdiction of the school system and the band director.

Article III – MEMBERSHIP

Membership in this association shall consist of the parents/guardians of current Spring Hill High School band members, interested school patrons, band directors, and school principals. Only parents/guardians of band members are eligible to hold office and vote at meetings.

Article IV – COMMITTEES

Committees may be formed by the executive board when necessary.

Article V – MEETINGS

Meetings shall be held on an as needed basis. All members shall have voting privileges at the general meetings. Members must be present to vote. A motion will pass with a simple majority vote.

Article VI – POLICIES

- A. Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to it's members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence publishing or distribution of statements, any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future tax code, or (b) by and organization, contributions to which are deductible under sections 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. Upon the dissolution of the organization, assets shall be distributed 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, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.
- D. A checking account will be maintained for all monies received and distributed by the treasurer. Properly documented receipts must be presented for all reimbursements. The band director may not be authorized to sign checks of the clubs checking account.
- E. Expenditures should be voted on by the club membership present at any meeting, not withstanding letter (I) below.
- F. The SHHS Music Club must submit a Fundraiser Request Form to the principal along with a Use of Facility Form if the SHHS facility is to be used.
- G. The Club's Books will be reviewed by a third party. The club will follow the laws set by the State of Tennessee and the Maury County Board of Education regarding who is eligible to audit the books.
- H. Fundraisers must be voted on by the membership and pass with a majority vote of members present.

- I. In the event a situation or event arises in which the Band Director determines that there is a need to spend money(ies) from the General Fund of the Spring Hill Music Club, the Band Director shall inform the president of said need as soon as possible. The President, in verbal consultation with the Board of Directors, is authorized under the By-Laws of the Spring Hill Music Club to spend and/or verbally instruct the Band Director, an appropriate SHHS Music Club Board Member or project/committee chairman to spend up to \$500 for an individual occurrence. This authorization shall be limited up to and including \$2000 per term of the existing Board of Directors provided the President received the verbal approval for this expense from the majority of the Board of Directors and the Band Director. The President shall notify the members of the SHHS Music Club at the next membership meeting of said expense(s) and instruct the Secretary to properly document the expense in the minutes of said meeting.

VII – OFFICERS

The Board of Directors shall consist of a president, a vice president, a secretary, a treasurer and the Band Director.

1. The president shall preside at all meetings of the association. The president may not be a faculty or staff member of Spring Hill High School.
2. The secretary shall keep the minutes of all executive board and association meetings and make these available to the membership through a written report.
3. The treasurer shall be responsible for the receiving all money collected, issuing a receipt to cash amount, and depositing it in a bank that is convenient to him or her. The treasurer shall sign all checks. The treasurer shall provide written financial statement at each meeting. All expenditures are to be reviewed and approved by the Band Director. The treasurer may not be a faculty or staff member of Spring Hill High School.
4. The vice president shall assist the president of the club and shall conduct meetings in the absence of the president.

VIII – NOMINATIONS AND ELECTIONS

At the March club meeting, a nominating committee shall be formed to present a slate of potential officers (who meet the requirement for holding office) for the following school year. The committee will take suggestions for nominations from the floor and may solicit other possible nominations from qualified members. The committee will contact each nominee and secure an agreement from the nominee that they are willing to run for office. Only nominees who agree to run shall be on the ballot. Officers shall be elected at the next club meeting. Nominations may be taken from the floor prior to the election. The new nominee must be present to be added to the ballot and must agree to run. The nominating committee will preside over the election and will count the votes. The nominating committee will announce the election results.

The term of office shall be one year or until a successor is elected. The new term of office shall begin on June 1st. The outgoing executive board should meet with the new board in the interim and help them prepare for the following year. If the outgoing board is unwilling or unable to meet with the new board then the new board will begin its duties on the first day of summer break.

Officers must have a student in the band during his or her term in office. In the event that an officer's child drops out of band, that officer will no longer be able to serve. The executive board shall appoint a replacement for the remainder of the term.

In the event an officer resigns from the board the remaining executive board shall appoint a replacement for the remainder of the term.

Amendments

Possible amendments to the by-laws must be presented to the members a general meeting. The By-laws may be amended by a two-thirds vote of members present at the next general meeting.

Government

“ROBERT’S RULE OF ORDER, REVISED” shall govern this club in all cases to which they are applicable in so far as they are not inconsistent with these By-laws.