

BRECKSVILLE-BROADVIEW HEIGHTS HIGH SCHOOL ORCHESTRA BOOSTER BYLAWS

ORCHESTRA BOOSTER BYLAWS



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“Attitude, Commitment, Determination, Tradition, Pride”

www.bbhhсорchestra.com

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BBHHS ORCHESTRA BOOSTER BYLAWS

Article I: Name and Purpose

- Section 1 Name: The name of the organization shall be the Brecksville-Broadview Heights High School Orchestra Boosters (hereinafter known as “Orchestra Boosters”).
- Section 2 Purpose: The purpose of the organization shall be to promote and enhance the orchestral music program at Brecksville-Broadview Heights High School and to provide support for students who participate in that program.
- Section 3 Effective Date: These bylaws were originally dated and approved as of July 28, 2008 and amended on April 16, 2012, and July 10th 2015 and shall be effective immediately.

Article II: Membership

- Section 1 General Membership: Membership in the Orchestra Boosters shall be open to anyone interested in the support and furtherance of the goals of the Boosters and the orchestral music program at Brecksville-Broadview Heights High School. Membership is voluntary and shall be made available without regard to age, color, creed, gender or national origin.
- Section 2 Voting Membership: For the purposes of voting, a member must have a student participating in the orchestra program in the current school year.
- Section 3 Dues and Compensation: The organization shall not charge dues or membership fees to members. Members who perform any services for the organization do so voluntarily and as unpaid volunteers, and the organization shall not compensate members, either directly or indirectly, for their services. However, the organization may reimburse members for actual and necessary expenses that are incurred and documented by a member in connection with services that the member performs for the organization.

Article III: Governance

- Section 1 Officers: Officers must have a student participating as a string player in the orchestra program. The affairs of the Orchestra Boosters shall be conducted by the elected officers consisting of:
- President*, who presides at meetings and oversees all activities of the organization. The President can form committees as needed. The president is an ex-officio member of all committees except the Nominating Committee. He/she will be responsible for signing any and all tax forms required of the organization, including signing any Ohio sales and use tax exemption certificates.
- Vice President*, who assists the President and directs the affairs of the organization in the President’s absence. He/she will appoint and oversee the work of all committees. The Vice President also appoints a committee to nominate candidates for office for the following fiscal year.
- Secretary*, who keeps permanent records of the meetings and business conducted. The secretary also maintains a current voting membership list and copy of the bylaws, and handles correspondence.

Treasurer, who serves as the principal accounting and financial officer of the organization. He/she shall:

- Have charge of and be responsible for the maintenance of adequate and accurate books of account;
- Provide regular reports to the Orchestra Boosters of the organization's financial condition;
- Prepare a draft of an annual budget for approval by the officers;
- Cause to be prepared an annual review of the books of the organization. This review shall be conducted by a committee of three members appointed by the Vice President, one of whom must be an officer. Neither the sitting President nor the Treasurer may serve on this committee.
- Arrange for the preparation and filing of any and all tax forms on behalf of the organization as required by law, including the preparation of any Ohio sales and use tax exemption certificates.

Section 2 Nominations: At the February meeting or approximately sixty days prior to the election of officers, the Vice President shall appoint a committee to nominate candidates for office for the following fiscal year. The committee shall present its report at a meeting of the Orchestra Boosters designated as an election meeting. At that time additional nominations may be made from the floor. Candidates for office must be voting members and must have a student participating as a string player in the high school orchestra program.

Section 3 Elections: Election of officers shall take place at the April meeting or before the last meeting of the organization before the end of the fiscal year.

Section 4 Term of office: Officers are elected for a period of one year that runs concurrently with the fiscal year.

Section 5 Removal from office: Any officer may be removed, with or without cause, by a majority of voting members present at any meeting at which a vote is taken. Five days prior written or electronic notice of any such proposed removal must be given to all voting members.

Section 6 Vacancies: The remaining officers shall select a successor to fill any vacancy.

Article IV: Fiscal Year

Section 1 Fiscal Year: The fiscal year of the Orchestra Boosters shall be the period beginning July 1 and ending June 30.

Article V: Finances

Section 1 Checks: All checks issued by the Orchestra Boosters shall be prepared by the Treasurer, and such checks may be signed by the President, Vice President, Secretary or Treasurer; provided, however, that in all cases:

- a) no such officer shall sign any checks payable to himself/herself; and
- b) any check exceeding the amount of three hundred dollars (\$ 300) requires the signature of two such officers.

- Section 2 Tax Forms: The Treasurer shall be responsible, on behalf of the organization, for filing any and all tax forms required by law.
- Section 3 Contracts: Contracts will be signed by the President or his/her designee.
- Section 4 Spending authority: The President shall have the authority to approve expenditures up to two hundred dollars (\$ 200) over, or outside, budgeted amounts set by the organization at the beginning of the year. Expenditures exceeding \$200 over budgeted amounts must be approved by a majority of the officers or at a general meeting. Expenditures for non-budgeted amounts must be approved by a majority of the officers or at a general meeting.
- Section 5 Student accounts: The Treasurer shall prepare records of amounts earned by individual students through the various fundraisers. This information shall be provided to the Orchestra Director on a regular basis. The student accounts can be used for orchestra trips or other orchestra expenses approved by the Orchestra Boosters. At the end of each school year, student accounts for those students continuing to participate in the BBHHS orchestra for the following year will be carried forward to the next year for use in the orchestra program. Any student accounts for students not returning to orchestra the following year will be moved to a sibling's student account who participates in orchestra or to the Orchestra Boosters funds if there is no sibling involved in the orchestra program. Funds returned to the Orchestra Boosters, can be used at the discretion of the Orchestra Boosters Board in future years.
- Section 6 Senior Award: This \$500 award will be given annually to two students who demonstrate a passion for music as outlined in the application. (see Appendix A). If one student applies for this award, only one \$500 award will be given and the remaining \$500 will be returned to the Orchestra Booster general account. If no students apply, no money will be awarded and budgeted money will be returned to the Orchestra Boosters general account. No more than \$100 will be budgeted to be spent on providing dinner for the panel of judges on the night of the interviews.

Article VI: Basic Policies

- Section 1 Status: The Orchestra Boosters is a non-formally organized booster group. The organization shall be noncommercial, nonsectarian and nonpartisan, and shall be operated on a not-for-profit basis.
- Section 2 Earnings: This organization shall be organized and operated exclusively for the educational and charitable purposes described in Article I, and no part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation to non-members for services rendered by non-members, to reimburse its members, officers or other private persons for expenses incurred on behalf of the Orchestra Boosters, and to make payments and distributions in furtherance of the purposes set forth in Article I hereof. Further, no substantial part of the activities of the organization shall consist of carrying on propaganda or otherwise attempt to influence legislation.
- Section 3 Authority: The organization shall work with the Orchestra Director to accomplish the purposes set forth in Article I hereof, but shall neither seek to direct the administrative activities of the orchestra nor control its policies.

Article VII: Meetings

- Section 1 Meetings: The Orchestra Boosters shall meet no less than four times in a fiscal year.
- Section 2 Quorum: Members present shall constitute a quorum for the transaction of business at any general membership meeting at which at least five voting members are present. A simple majority vote of members present at a meeting shall be required for action to be taken.
- Section 3 Parliamentary Authority: Roberts Rules of Order shall be used as a guideline for organization meetings and voting.

Article VIII: Amendments

- Section 1 Amendments: These bylaws may be amended at any time by the affirmative vote of three-fourths of the voting members present at a general meeting of the Orchestra Boosters.
- Section 2 Notice: Written or electronic notice of any proposal to amend these bylaws must be provided to voting members in advance of the meeting at which the amendment vote will be taken.
- Section 3 Review of Bylaws: The Orchestra Boosters shall review the bylaws at least every five years.

Article IX: Dissolution

- Section 1 Dissolution: The organization may be dissolved upon the affirmative vote of a three-fourths majority of voting members present and voting at a general meeting. Written or electronic notice of a meeting at which a vote to dissolve the organization will be taken must be provided to all voting members at least one month in advance of such meeting. Upon dissolution, all outstanding invoices and/or liabilities will be settled and any remaining assets of the organization will be conveyed to the Music Department of Brecksville-Broadview Heights High School to be used for the benefit of the orchestra program.

APPENDIX A

Brecksville-Broadview Heights High School Orchestra Boosters

John Bowers Senior Award

Each spring, the Orchestra Boosters give an award to one or more graduating seniors who have been active members of the Brecksville-Broadview Heights High School String Orchestra Program. The award recognizes two hard-working students who demonstrate a passion for music and grants them each, a \$500 award. John Bowers, an active Orchestra Booster who passed away suddenly in 2009, played a key role in establishing this award.

To be eligible, the applicant must meet all of the following requirements:

- Be a senior student actively participating in the BBHHS String Orchestra Program**;
- Have participated in one of the BBHHS string orchestras for a minimum of two years;
- Two letters of recommendation
- Interview
- Submit all application materials by the due date of **April 15, 2015**

Applications will be judged and interviews will be conducted by a panel of Orchestra Directors from Northeastern Ohio. Award recipients will be notified and recognized at Senior Awards Night on Wednesday, May 27, and at the Orchestra Banquet.

* The John Bowers Senior Award will be determined without regard to a student's race, religion, age, sex, national origin, or disability. Financial need has been eliminated as an eligibility requirement. All Federal IRS rules and State of Ohio non-profit group tax requirement rulings will apply.

**May be determined by Steve Cocchiola, BBHHS High School Orchestra Director.

Please submit completed applications to the Orchestra Boosters mailbox in the BBHHS Music Department or mail directly to:

Patti Hedrick
Orchestra Boosters
8457 Whitewood Rd
Brecksville, OH 44141

Deadline for applications placed in the Orchestra Boosters mailbox is 2:30 p.m. on Wednesday, April 15.

*Mailed applications must be **postmarked by April 15**. Late applications will not be considered.*

Questions? Contact Patti Hedrick, 440-547-2923 or hedrickfamily1994@gmail.com

Past Recipients of the Orchestra Boosters John Bowers Senior Award:

2014: Hannah Olsen

2013: Abigail Smith, Deryk Trautman, Cindy Zhao

2012: Lisa Mickey, Stephanie Swedik

2011: Andrew Sabol

2010: Evan Keir, Will Miller

Application
Brecksville-Broadview Heights High School Orchestra Boosters
John Bowers Senior Award

Personal Information

Name

Instrument

Parent's/Guardian's Name

Phone

email (optional)

Address

City, zip

For the remaining sections, you may use a separate sheet, if necessary:

Brecksville-Broadview Heights High School Music Classes and Extracurriculars

(List class/extracurricular, i.e., pit orchestra, quartet, fiddle group, etc., and number of years of participation.)

Additional BBHHS Activities and Awards

(Non-music-related High School activities, i.e., academics, clubs, student organizations)

Additional Music-Related Activities Outside of BBHHS

(Community orchestras, paid and volunteer performances)

Essay

Respond to the following questions, in 500-1,000 words. Please type your essay and attach it to your application.

How has playing a musical instrument contributed to your personal growth, and how has it helped you touch other people's lives?

Interview

Meet with panel of judges for 15 minute interview. Questions to be determined by the panel.

By signing this application, you provide consent and acknowledgement of your son/daughter's application for the BBHHS Orchestra Boosters John Bowers Senior Award. Applications without signature will not be accepted.

Parent's/Guardian's signature

Date

I agree that all of the above information is complete and accurate.

Applicant's signature

Date

Please place completed applications in the Orchestra Boosters mailbox in the BBHHS Music Department or mail to:

Patti Hedrick
8457 Whitewood Rd
Brecksville, OH 44141

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