



By-laws of The Mount Hebron Marching Unit Boosters Association

Article I. Offices

Section 1 - Principal office. The principal office shall be at the Mount Hebron High School, 9440 Rt. 99, at St. John's Lane, Ellicott City, Maryland, 21043

Article II. Membership

Section 1 - Eligibility. Each parent of a student in the Marching Unit shall be entitled to membership in the Association and any adult interested in the progress and development of the Marching Unit of the Mount Hebron High School shall be eligible for membership.

Section 2 - Voting. Each member of the Association shall be entitled to a single vote and if dues are established by the Association, only those members in good standing shall be entitled to vote on any issue brought before the Association.

Section 3 - Dues. At the present time membership dues have not been established, however, the Executive Board may recommend to the general membership a schedule for dues and said dues shall become due and payable only when approved, or revised and approved by the general membership of the Association.

Section 4 - Suspension of Membership. Should the Association establish a schedule for the payment of dues, failure to pay said dues, or failure to renew said dues when payable shall automatically suspend membership in the Association and voting rights incidental thereto. Membership shall be reinstated upon the payment of any past due dues, should same be applicable.

Article III. Executive Board

Section 1 - Executive Board. The Executive Board shall consist of the officers of the Association, the Chairpersons of the standing committees, the unit sponsors, the drum majors, one parent and one student each representing the Cavaliers and Lancers, one parent representing the Instrumental Music Department and one student from each of the Instrumental Music sections.

Section 2 - Duties and Powers. The Executive Board shall have control and management of the affairs and business of the Association. The members of the Executive Board shall, in all cases, act as a Board, regularly convened, and in the transaction of business, the act of the majority present at a meeting except as otherwise provided by the law, shall be the act of the Board, provided at least one-half of the Board members are present. The Executive Board may adopt such rules and regulations for the conduct of their meetings and the management of the Association as they deem proper, but not inconsistent with the law or these By-laws.

Section 3 - Meetings. The Executive Board shall meet at such time and place as is designated by the President, or at the request of two (2) or more members of the Executive Board

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Article IV. Officers

Section 1 - Officers. The officers of the Association shall be President, Executive Vice President, Vice President, Secretary, and Treasurer.

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Section 2 - Nominations. The Executive Board will gather nominations for the officers, standing committee chairpersons, and parent members prior to the annual meeting of the Association. The President will present the nominations at the annual meeting; and members may make additional nominations from the floor at the annual meeting.

Section 3 - Election. The officers, standing committee chairpersons, and parent members shall be elected by the members of the Association at the May meeting.

Section 4 - Term of Office. All officers shall hold office from the regular May meeting of each year until their successors have been duly elected and have qualified, or until removed as hereinafter provided.

Section 5 - Removal of Officers and Other Members of the Executive Board. Any officer or other member of the Executive Board may be removed with cause by a majority vote of the Executive Board.

Section 6 - Vacancies. The vacancy created by resignation or removal as stated above shall be filled by an Association member appointed by the President. Such appointees shall serve until a successor has been duly elected.

Section 7 - Duties of Officers. The duties and powers of the officers of the Association shall be as follows:

Section 8 - President. The President shall be the chief executive officer of the Association; he/she shall preside at all meetings of the Association and the Executive Board and shall have general and active management of the business of the Association and shall see that all orders and resolutions of the Association and Executive Board are carried into effect.

He/She, or his/her appointed representative, shall be the sole representative of the Mount Hebron Marching Unit Boosters to any other organization not covered in any other part of these By-laws.

He/She shall present at each annual meeting of the Association a report of the condition of the business of the Association.

He/She shall cause to be called annual and special meetings of the Association in accordance with requirements of law and these By-laws.

He/She shall appoint and discharge all members of committees and shall be ex-officio member of all committees.

He/She shall enforce the By-laws and perform all duties incident to the office, which are required by law, and generally he/she shall supervise and control the business and affairs of the Association.

He/She shall appoint a member of the association to be responsible for the audit of the Treasurer's books and to report on the finances of the Association at the annual meetings.

Section 9 - Executive Vice President. In the absence of the President, the executive Vice President shall be the chief executive officer of the Association, and may exercise the powers of the President as set forth in Section 8 above as if he/she were President.

He/She shall undertake such other duties and responsibilities as the Executive Board may designate.

Section 10 - Vice President. ^{Band director.} The Director of the Instrumental Music Department of the Mount Hebron High School shall be the Vice President of the Association. He/She shall undertake such duties and responsibilities as shall be mutually determined.

Section 11 - Secretary. The Secretary shall keep the minutes of the Executive Board and the Association meetings in appropriate books. He/She shall be the custodian of the records of the Association and shall attend to the giving of notice of special and annual meetings of the Association.

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He/She shall attend to all correspondence and present to the Executive Board at its meetings all official communications received.

Section 12 - Treasurer. The Treasurer shall have the care and custody of and be responsible for all of the funds and securities of the Association, and shall deposit such funds and securities in the name of the Association in such banks or safe deposit companies as the Executive Board may designate.

Together with the President, he/she shall have the power to make, sign, and endorse in the name of the Association all checks, drafts, notes, and other orders for the payment of money, and out and dispose of funds in accordance with the terms of the annual budget adopted by the Executive Board. All expenditures other than those contained in the annual budget shall require the express authorization of the Executive Board.

He/She shall keep accurate books of account on all of the Association's business and transactions.

He/She shall render a report with respect to budget items of the condition of the finances of the Association at the meetings of the Executive Board and at such other times as shall be required, and he/she shall make a full financial report at the annual meeting of the Association.

He/She shall give bond as the Executive Board shall deem appropriate for the faithful performance of his/her duties.

He/She shall further perform all duties incident to the office of the Treasurer of the Association.

Article V. Standing Committees

Section 1 - Committees. There shall be the following standing committees:

- Ways and Means
- Publicity / *COMMUNICATIONS*
- Budget
- Hospitality
- Trip Coordination
- Uniforms
- Chaperone Coordination
- Photography

and such other committees as the Executive Board shall determine.

Section 2 - Ways and Means Committee. The Ways and Means Committee shall submit the plans for raising funds to the Executive Board for their approval.

Section 3 - Publicity Committee. The Publicity Committee shall be responsible for the publication of information on behalf of the Association and for promoting the activities of the Mount Hebron Marching Unit with the news media.

Section 4 - Budget Committee. The Budget Committee shall submit an annual budget covering all of the activities of the Association at such time as the Executive Board shall direct. The Vice President, Treasurer, Sponsors, and Chairperson of the Ways and Means Committee shall be members of the Budget Committee. *

Section 5 - Hospitality Committee. The Hospitality Committee shall be responsible for organizing the Pot Luck Dinners, and providing refreshments for trips and other events.

Section 6 - Trip Coordination Committee. The Trip Coordination Committee shall be responsible for contacting and negotiating with travel agencies, transportation companies, and travel destination sites; and, packaging these results in a proposal to be approved by the Executive Board and school officials, as required. The committee will

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maintain payment schedules with all vendors and advise the Treasurer when payments are due.

Section 7 - Uniforms Committee. The Uniforms Committee shall be responsible for the distribution, storing, maintenance, and tracking of all components of all uniforms. The committee will work with uniform vendors and developing expense estimates for review by the Executive Board and school officials, as appropriate.

Section 8 - Parent Volunteer Coordination Committee. The Parent Volunteer Coordination Committee shall work closely with the Marching Unit Director and Sponsors, and other committee chairpersons, to determine the tasks to be completed by parent volunteers at home football games, on all Marching Unit trips, and at all Marching Unit events.

Section 9 - Photography Committee. The Photography Committee shall be responsible for attending all Marching Unit performances and events and shall take photographs that will be used in video presentations and sold at various times throughout the year.

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Article VI. Association Meetings

Section 1 - Location. All meetings of the Association shall be held at the principal office of the Association or at such other place as may be selected by the President or the Executive Board.

Section 2 - Annual Meeting. The regular meeting in May of each year shall be designated the annual meeting, and officers are to be elected in accordance with the provisions of Article IV.

Section 3 - Special Meetings. Special meetings may be called by the president as required. Notice of special meetings shall be given by the Secretary no less than ten (10) days and no more than ninety (90) days prior to the date of the special meeting. Such notice shall state the time and place of the meeting and the purpose or purposes for which the meeting is called.

Section 4 - Business Transactions Permitted. Business transacted at any special meeting of the Association need not be limited to the purposes stated in such notice.

Section 5 - Quorum. Ten (10) members shall constitute a quorum of an Association meeting.

Article VII. Amendment

The By-laws may be amended by a majority vote of the members present at any regular Association meeting provided that a quorum is present. The proposed amendment must be presented at the preceding regular meeting of the Association, or by written notice not less than ten (10) days prior to the date of said meeting.

Article VIII. Dissolution

Section 1 - The Mount Hebron High School Marching Unit Boosters Association may be dissolved under the following conditions:

A. A Majority of the entire Executive Board shall adopt a resolution declaring that dissolution of the Association is advisable, and shall direct that a proposed dissolution be submitted for action thereon at either the next regular meeting or a special meeting of the Association call s for this specific purpose.

B. Notice stating that the purpose of the meeting will be to take action upon the proposed dissolution of the Association will be given to all members of the Association entitled to vote thereon, not less than ten (10) days prior to the date of said meeting.

C. The proposed dissolution shall be authorized by the affirmative vote of no less than two-thirds of all present at a general meeting.

Section 2 - Upon dissolution of the Association, after the payment of all liabilities and compliance with all statutory requirements for dissolution, all remaining assets shall be given to the Principal of Mount Hebron High School, as Trustee for the express purpose of purchasing equipment for the Mount Hebron High School Marching Unit.

I HEREBY CERTIFY, that the above By-laws were duly published to the Membership of the organization, were properly brought before the entire Membership and adopted as the By-laws of the organization on 6-14-2011.

SUE CULLINS

Secretary