

TRAVELING KNIGHTS OF OLD BRIDGE



Bylaws

Adopted: September 9, 2015

THE TRAVELING KNIGHTS OF OLD BRIDGE BYLAWS

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ARTICLE I: NAME AND PURPOSE

Section 1: The name of the organization shall be The Traveling Knights of Old Bridge. We are comprised of the parents and guardians of the students of The Old Bridge Marching Knights, which is a band rich in diversity and passion for music.

Section 2: Mission Statement:

The purpose of this organization, referred to as the Band Parent Association is to lend support, both technically and financially to the Old Bridge High School Marching Knights Band, and other related marching arts activities, it's student band members, to the Old Bridge Band Directors and the Assistant Band Directors, for funding of instructional staff, to provide scholarships to senior band members, when financially possible, and to encourage membership.

Section 3: Discrimination Statement:

Membership in our organization is open to all without any consideration to one's gender, sexual orientation, disability, religion or ethnicity.

Section 4: Scholarships:

When financially possible, the Band Association will provide scholarships to eligible senior band members who meet all of the following criteria:

- Three years in the Old Bridge High School marching band, including senior year
- No **UNEXCUSED** absences during the last 2 years of marching band. This includes all parades, rehearsals, competitions and football games.
- An excused absence is a doctor's note, family emergency, death in family or other absence, as determined by the Band Director.
- C Average or above.
- Respectful to administration, peers, parents and chaperones, as determined by the band director.
- Upstanding member of the marching band, who goes above and beyond daily responsibilities, offers assistance to others, excels in their skill, and is also a team player.
- Meeting fund raising requirements outlined in Article XIII

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ARTICLE II: MEMBERSHIP

Section 1: Parents, guardians of students in the band and other adults age 18 years or older with a connection to the band or the school, are eligible for membership with all privileges. All paying members are entitled to voting privileges and participate in meetings.

Section 2: Membership may be restricted or revoked from any member deliberately causing harm, or exhibiting unjust or immoral behavior to the band members, Band Director or other association members as determined by the Executive Board. A letter is to be sent addressing this issue to the member with a copy to Band Director and OBHS Principal.

Section 3: Any member whose membership is revoked will be prohibited from participating or attending any meeting, or other private function run by the association.

Section 4: Annual dues are determined by the Executive Board. They are enforced from (July 1-June 30.) There will be no proration of fees.

ARTICLE III: MEETINGS

Section 1: Quarterly Meetings:

Executive Board and Band Directors shall meet to review the financial report which will be provided by the Treasurer. The books will also be available for viewing by members of the Executive Board.

Section 2: Monthly Meetings and Special Meetings:

Meetings are generally held the second Wednesday of the month. At the monthly meeting a Treasurer's Report will be read and will be available to all members. Action may take place on agenda items. To be able to vote a member must have a paid membership and must be present at the time of the vote. All motions must be approved by a majority vote of eligible members. Special meetings and Monthly Meetings may be called by the President or the Executive Board.

Section 3: Disorderly Conduct:

Any member or volunteer present at any meeting or organized gathering who becomes obnoxious, abusive or disorderly in his/her language or conduct, may be ejected from the meeting or organized gathering by the order of the President or presiding member.

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ARTICLE IV: EXECUTIVE BOARD

Section 1: Board Role, Size, and Compensation:

The board receives no compensation other than reasonable expenses submitted and approved. The board is responsible for overall policy and direction of the organization. The board shall have up to 4 members, (President, Vice President, Secretary and Treasurer) This is also known as the Executive Committee or Board of Directors. Must be a paid member to hold an officer position.

Section 2: Officers and Duties:

Their duties are as follows:

- The President shall convene regular scheduled meeting, shall arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Secretary and Treasurer. The President and all of the Executive Board are responsible to inform the Band Director of all meetings and information. The President shall appoint all standing committees and chairpersons with the Director of the Band and shall be an ex-officio member of these committees, with the exception of the Nominating Committee.
- The Vice President will chair committees on special subjects as designated by the board. The Vice President shall perform duties of the President should the President be absent.
- The Secretary shall be responsible for keeping reports of board actions, including overseeing the taking of the minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that all corporate records and official documents are maintained and made available on request to any board member.
- The Treasurer shall present a financial report at each membership meeting and shall prepare a final report at the close of the year. The Executive Board shall have the report and the accounts examined annually. If the gross is less than \$100,000 per year the financial practices and accounts may be reviewed by an internal audit committee. All checks written by the association shall be signed by the Treasurer and countersigned by the President. The Treasurer shall be bonded for an amount to be determined by the Executive Board. The fiscal year shall be from July 1 to June 30.

In case of resignation or vacancy on the Executive Board, the President shall appoint someone to fill the vacancy until a permanent replacement is appointed. Resignation shall be submitted in writing and received by the Secretary. A board member may be removed for other reasons by a $\frac{3}{4}$ vote of the remaining directors.

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ARTICLE V: ELECTIONS

Section 1: At the February meeting, the Secretary shall begin to solicit and collect names of candidates from the associated membership for all Executive Board positions. All candidates should submit their interest in written form to the Secretary, and must state their position. A Nominating Committee shall be formed made up of no less than three and up to five members. No more than two members of the current Executive Board may serve on the Nominating Committee. The Nominating Committee shall select at least one candidate for each office and shall report their nominations to the Executive Board. The Executive Board shall notify the voting membership of the slate of candidates. Prior consent must be obtained from each candidate before his/her name may be placed in nomination.

Section 2: Voting shall take place at the April meeting. Election shall be by secret ballot, only for an office for which there is more than one nominee. The election is by secret ballot, tellers shall be appointed by the President to gather and count ballots and return a signed summary to the President who will announce the results.

Section 3: Installation of all new officers will be conducted at the May meeting. Ballots shall be retained 14 days by the new Recording Secretary and may be viewed by any voting member.

ARTICLE VI: COMMITTEES

Section 1: The elected President and Band Director shall name all standing committee chairpersons.

Section 2: The Executive Committee shall meet in August to formulate a budget for the year. This budget will be presented to the membership and voted on for consideration and adoption at the September meeting. This committee shall oversee the expenditure of funds during the year to coordinate income and expenses.

Section 3: The Finance Committee shall be responsible for the collection, distribution, safekeeping and bookkeeping of the monies of the association. The Treasurer shall head the Committee. Any major budget changes shall be approved by the Board of Directors.

Section 4: The Publicity Committee shall be charged with the responsibilities of informing the membership and the public of all events involving the band and/or association. This shall include the mailing of notices, use of media (radio, TV, and newspapers) and any practical means.

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Section 5: Special committees shall be appointed by the President as needed.

ARTICLE XI- AMMENDMENTS

Section 1: The Bylaws may be amended when necessary. Proposed amendments must be submitted to the Secretary to be sent out with regular board announcements to be discussed with members of the association. A vote may not be taken on such amendments by the association until the next following meeting at which the proposed amendments are discussed. Voting shall be made by a show of hands by eligible, present members only. An affirmative vote of two-thirds of all present shall be necessary for the adoption of any new amendments. Amendments so adopted shall take effect immediately upon adoption.

ARTICLE XII: ATTORNEY

Section 1: The President shall appoint an attorney to represent this organization, such appointment to be made only with the approval of the Board of Directors. This appointment is a non-voting position.

Section 2: The duties of the attorney shall be to advise on all legal matters pertaining to the good and welfare of this organization. He/she shall prepare all legal documentation and advise on and render all legal opinions requested by the Board of Directors. In the event of court litigation which may require his/her services, he/she may be paid for the services rendered as agreed upon.

ARTICLE XII: DISOLUTION

Section 1: Requirements in order for this organization to dissolve it will require a majority vote of Board of Directors. The voting will be held at a special board meeting with appropriate notice given to entire Board of Directors.

Section 2: Plan of Liquidation: Immediately following the vote, all financial obligations and/or outstanding expenditures are to be paid and any account bearing the name of organization shall be frozen. After the above-mentioned financial payments clear and a final financial report is presented to the Board of Directors, all accounts shall be closed dispersing any remaining assets/funds directly to the Old Bridge High School Marching Band Director (sole recipient) to be used in accordance with the organization's mission. The distribution of all monies/assets will be disposed of lawfully in accordance with New Jersey State, Federal, and IRS laws.

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Section 3: Financial Reports: A final financial report shall be filed with official records of the organization and any other agencies/organization requiring such report.

ARTICLE XII: PARLIAMENTARY PROCEDURES

Section 1: Robert's Rules of Order, except as provided in these bylaws, shall be the standard for parliamentary law in the absence of a rule governing.

ARTICLE XIII: FUNDRAISING

Section 1: Fundraising is a vital part of the operation of the Marching Band, providing the resources to support additional instruction and material support required to keep it competitive at the highest level. All members are expected to assist in fund raising events.

Section 2: The fund-raising commitment will be set annually. The fundraising commitment may be discharged by selling tickets or sponsorships to major events, for and to a level specified by the Fundraising Committee by the September meeting. The Commitment will take form of check, collected by the October meeting, to be held un-cashed by Treasurer until discharge or forfeiture of the commitment. If discharged it will be returned. All checks for un-discharged commitments will be cashed between the April and May monthly meeting dates.

Section 3: Qualification for scholarships will be conditional on three years of payment or discharge of the fundraising commitment.

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These Bylaws were updated at a meeting of the Bylaws Committee for The Traveling Knights of Old Bridge on July 13 & 15, 2015 and was approved by general membership on September 9, 2015

(Bylaws Committee)

David Neilson
Jamie Hernandez
Carolyn Pagan
Julie Formica
Therese Perry
Aida Duffett

These Bylaws were amended at a meeting of the Bylaws Amendments Committee for The Traveling Knights of Old Bridge on July 6, 2016 and approved by the general membership on July 13, 2016

(Amendment Committee)

David Neilson
Therese Perry
Phyllis Fucci
Wendy Gray
George Meagher
Jamie Hernandez
Chris Duffett

(Executive Board)

Aida Duffett, President

Emily Scali, Vice President

Eileen Blondek, Secretary

Lucy Kataryniak, Treasurer

Melissa Thatcher, Band Director
Old Bridge HS Marching Knights