

Clifton High School Mustang Band Parent Association, Inc.

BYLAWS

ARTICLE I – Name and Objectives

Section 1

The name of the organization shall be the **Clifton High School Mustang Band Parent Association, Inc.** (the Association), a not-for-profit corporation organized under the laws of New Jersey.

Section 2

The principal office of the Association is to be located in the City of Clifton, Passaic County, New Jersey.

Section 3

Association activities shall be organized to assist in broadening and diversifying educational and musical opportunities to benefit students and families of the Clifton High School Mustang Band(s), which shall include, but not be limited to:

- A. The activities of the Clifton High School Mustang Marching Band.
- B. Student Bands and ensembles created by the Clifton High School Band Director that perform in the Clifton Public Schools, the local community, or in venues approved by Clifton Public Schools.

Section 4

The services provided by the Association may include, but not be limited to, such activities as:

- A. Cooperating with the Clifton High School Band Director to support concerts, marching exhibitions, musical shows, competitions, and similar events.
- B. Creating and managing fundraising activities.
- C. Maintaining accurate accounting of treasury funds to benefit the Association and its beneficiaries.
- D. Distributing announcements and publicity about Band functions and events.
- E. Planning and implementing trips and special events.
- F. Providing scholarships for students in the Band organization.
- G. Contacting alumni to encourage support of Band activities.

Section 5

The following are basic policies of this Association:

- a. The Association shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objects of the Association.
- c. The Association shall not - directly or indirectly - participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The Association may cooperate with other organizations and agencies concerned with musical enrichment, but persons representing the Association in such matters shall make no commitments that bind the Association.
- e. In the event of the dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified in the Internal Revenue Code.

Section 6

The fiscal year of the Association shall begin the first day of July and end the thirtieth day of June.

ARTICLE II – Membership and Voting

Section 1

The CHS Mustang Band Parent Association membership shall consist of parents and/or guardians of current Band members.

Section 2

Only members in good standing of the Association shall be eligible to participate in business meetings, vote, or serve in any of its elective or appointive positions.

- A. Members in good standing are parents and/or guardians of those students who are pledged to pay their current year Association dues, otherwise known as the General Fund.
- B. Members who do not pledge to pay full Association dues or who have not satisfied said dues by Association deadlines are **not** considered to be in good standing and will forfeit their voting rights until all dues obligations are met.
- C. Voting on motions shall be conducted by voice vote, unless a closed ballot is requested by a member.
- D. Voting for President shall be conducted by a closed ballot of members in good standing according to Article IV, Section 3.

ARTICLE III – Meetings

Section 1 – Executive Board Meetings

- A. Executive Board meetings shall be held two (2) to ten (10) days prior to each general meeting.
- B. Additional meetings shall be called at the discretion of the President or the Executive Board.
- C. A quorum for transaction of business shall consist of four (4) voting members.
- D. Alternative voting methods, such as telephone or email votes, may be requested by any member of the Executive Board and conducted by the President. These voting methods shall be binding based on a quorum of the Executive Board. The language of the business transacted in this manner shall be entered by the Secretary as an amendment to the prior month's Executive Board meeting minutes and submitted for approval at the next monthly meeting.

Section 2 – General Meetings

- A. General meetings shall be held once each month during the school calendar year.
- B. Additional meetings or changes to the original schedule shall be determined at the discretion of the Executive Board.
- C. Transactions of business shall be passed by a simple majority of those members in good standing who are present at the meeting, with the exception of any other voting defined otherwise in these bylaws.
- D. The Secretary shall cause to be mailed or e-mailed to every member in good standing at his address as it appears in the membership roll book in this Association, or posted on the Association's Web site, a notice telling the time and place of such meetings.

Section 3 – Conduct of Meetings

The meetings of the organization shall be governed by the most currently available version of ***Robert's Rules of Order***.

Section 4 – Order of Meetings

The order of meeting agendas shall be as follows:

- A. Call to Order / Pledge of Allegiance
- B. Secretary's Report and motion for approval
- C. Treasurer's Report and motion for approval
- D. President's Report / Old Business
- E. Standing Committee Reports
- F. Special Committee Reports (as necessary)
- G. New Business
- H. Announcements
- I. Director Comments
- J. Adjournment

Any amendment to this order shall be announced by the President prior to the commencement of any meeting.

ARTICLE IV – Officers and Executive Board

Section 1

The officers of the Association shall be **President, First Vice President, Second Vice President, Secretary, Treasurer, Individual Student Account Coordinator, Head Captain, and Trip Coordinator**.

- A. Officers shall be members of the Association who are considered to be in good standing according to Article II, Section 2.
- B. In the event of unforeseen circumstances, the Executive Board reserves the right to exercise executive privileges to change dates and agendas as deemed necessary.

Section 2

These officers, plus the Clifton High School Band Director, shall constitute the **Executive Board**. Each member of the Executive Board shall have equal voting rights.

Section 3

Any Association member may submit to the Executive Board a recommendation for President of the CHS Mustang Band Parent Association. This recommendation shall be submitted prior to the May Executive Board meeting. After reviewing all candidates, the Executive Board shall select no more than three (3) candidates for election by a simple majority of the general membership that is present and in good standing at the June general meeting of the Association.

Section 4

The officers of the Association shall be appointed by the President.

Section 5

Officers shall serve for a period of fifteen (15) months, beginning on the day of the June election and ending on the thirty-first day of August of the following year. The period from the June regular meeting date to the thirty-first day of August shall serve as a transitional period for the incumbent

Executive Board and the incoming Executive Board. Both Boards shall have equal voting privileges. Meetings during the transitional period shall be held jointly at the discretion and request of the incoming President.

Section 6

No office shall be held for more than two (2) consecutive terms. If an office cannot be filled, this limitation may be waived by a simple majority vote of the incoming Executive Board.

Section 7

No member of this organization shall be eligible to hold more than one office at a time.

Section 8

If the office of President is vacated and the First and Second Vice Presidents are unable to fill the vacancy, the Executive Board shall seek a replacement from the membership to complete the unexpired term. During the interim, the Clifton High School Band Director shall perform all duties of the Association President.

Section 9

Any member of the Executive Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will refrain from discussion and voting on said item.

ARTICLE V – Duties of Officers

Section 1

The **President** shall:

- A. Appoint Association officers and committee chairs.
- B. Together with the Executive Board in a summer meeting, develop a master calendar of Executive Board and general meeting dates for the upcoming school year. The President shall submit a list of these dates on a Facilities Request Form to the Business Administrator's Office of the Clifton Public Schools (with a copy to the High School Principal and custodial staff) for consideration at the August Board of Education meeting. Whenever possible, this list should also include any anticipated fundraising events and activities that require use of school property throughout the school year (e.g., Band Camp barbeque, car wash, etc.).
- C. Provide guidance to all appointees regarding job responsibilities based on and outlined in the Bylaws of the Association.
- D. Create an agenda for and preside at all meetings of the Association. Agenda items may be submitted by any member of the Association and included in monthly meetings as determined by the Executive Board.
- E. Announce general meeting dates, Band events, and matters of interest to the general membership through email and/or website communications.
- F. Serve as an ex-officio member of all committees (except Scholarship) with the privilege of voting.
- G. With the approval of the Executive Board, appoint a non-voting procedural observer to the Scholarship Committee to guarantee the integrity of its proceedings. This observer may not be

the parent/relative/guardian of a four-year senior Band member and will report to the Executive Board as requested.

- H. Sign, or delegate the authority to an event chairperson to sign, any agreements required to operate an Association event, subject to approval by the Executive Board.
- I. Initiate, at the April general meeting, recruitment of volunteers for the following year.
- J. Upon the expiration of his or her office, transfer pertinent Band files to the incoming President to affect a smooth transition.
- K. Perform all other duties as are incidental to the office of President.

Section 2

The **First Vice President** shall:

- A. Assist the President.
- B. Perform all duties of the President in the event of his or her absence, resignation, ineligibility, or inability to act.
- C. Serve as Bylaws Committee Chair and be responsible to:
 - 1. Make the bylaws document available at Executive Board and general meetings.
 - 2. Post a copy of the document to the Band website.
- D. Coordinate student refreshments at all Band events as determined by the Executive Board.
- E. Coordinate the Student Awards Dinner at year-end.
- F. Perform other Association duties as delegated by the President.

Section 3

The **Second Vice President** shall:

- A. In the absence of the President and First Vice President, perform all duties of the President.
- B. Serve as the Fundraising Chair and:
 - 1. Present the tentative Fund Raising calendar of events with projected General Fund assessment for approval at the August Executive Board meeting.
 - 2. Present the tentative Fund Raising calendar of events with projected General Fund assessment at the September general meeting.
 - 3. Encourage participation from the general membership and create committees to organize individual fundraising events.
 - 4. Present fundraising status reports at general meetings.
 - 5. Be assisted by the Head Captain.

Section 4

The **Secretary** shall:

- A. Create minutes of the business conducted at Executive Board and general meetings of the Association, with specific notation of motions that detail distinct interpretations of the bylaws governing the Association in any one year.
- B. Provide paper and/or electronic copies of previous meeting minutes to the Executive Board and general membership for approval and/or amendment on a monthly basis.
- C. Maintain all current and archived records pertaining to the office, including but not limited to paper and/or electronic copies of the Executive Board and general membership meetings for the current year and for the previous three (3) years of the Association.
- D. Be able to access paper or electronic files of current and prior year Executive Board minutes at monthly Executive Board meetings for reference and discussion.

- E. In the absence of the Secretary at any Executive Board or general meeting, the President shall assign another member of the Association to record the business of the meeting.

Section 5

The **Treasurer** shall:

- A. Perform his or her duties for the fiscal year beginning the first day of July and ending the thirtieth day of June of the following calendar year.
- B. Maintain all checking and savings accounts in the name of the CHS Mustang Band Parent Association (CHS MBPA).
- C. Ensure that any two (2) of the following three (3) officers of the Association shall have the authority to sign checks, providing that the signatories do **not** represent the same Band member or family for any one transaction. In the event that all three of the specified officers represent the same Band family, a different Executive Board member shall be appointed by simple majority vote of the remaining five (5) Executive Board officers as the third signatory for that fiscal year.
 - 1. President
 - 2. Second Vice President
 - 3. Treasurer
- D. Provide paper and/or electronic copies of monthly financial statements to the Executive Board and general membership for approval and/or amendment on a monthly basis.
- E. Maintain all records of Association receipts and disbursements in paper and/or electronic formats for the current year and for the previous seven (7) years of the Association.
- F. Be able to access paper or electronic files of current and prior year monthly financial statements at monthly Executive Board meetings for reference and discussion.
- G. To maintain the non-profit charity status for the Association, prepare and submit annual fiscal year records for an independent audit when deemed necessary by Internal Revenue Service and/or New Jersey state regulations.

Section 6

The **Individual Student Account Coordinator** shall:

- A. Together with the Executive Board, estimate an annual dollar amount for Band member dues, otherwise known as the General Fund obligation, described in Article VIII, Section 2.
- B. Verify the beginning balance of individual Band member accounts prior to the September general meeting.
- C. Work with the Head Captain to provide beginning balance information at an August/September Band Captain meeting.
- D. Explain Individual Student Account procedures and the General Fund obligation to the general membership at the September meeting.
- E. Together with the Fundraising Chair, keep a record of all funds credited to and from individual Band members generated by fundraising activities and trip deposits for the current year in paper and/or electronic format, and be able to produce individual student account records for the previous two (2) years of the Association.
- F. Prepare statements for each Band member for distribution at the December, February, and May general meetings.
- G. Provide the Head Captain with a list of Band members who have not satisfied the General Fund assessment by:

1. The March general meeting date for four-year seniors eligible for Scholarship
 2. The April general meeting date for all other Band members.
- H. During trip planning years, maintain financial records of individual Band member trip funds including out-of-pocket deposits and escrow payments to and from the individual student account.
- I. Together with the Head Captain and Treasurer, provide balance information to affect the transfer of sibling funds for eligible senior Band member accounts as described in Article VIII, Section 3.C.(3).

Section 7

The **Head Captain** shall:

- A. Create a database of all current members, street and email addresses, telephone numbers, parent/guardian names, and membership status.
- B. Plan an informational meeting for captains in August/September.
- C. Assign parents/guardians to captain groups based on geographical and other common factors.
- D. Train and oversee the individual captains, their communications, and record-keeping.
- E. Provide the High School Band Director, as chair of the Scholarship Committee, with the list of four-year senior Band members who have not satisfied the General Fund assessment by the March general meeting date.
- F. Collect and submit sign-in sheets at the conclusion of every general meeting to the President.
- G. Together with the Individual Student Account Coordinator and Treasurer, provide balance information to affect the transfer of sibling funds for eligible senior Band member accounts as described in Article VIII, Section 3.C.(3).

Section 8

The **Trip Coordinator** shall:

- A. Together with the High School Band Director, represent the interests of the Band when dealing with any outside entity to organize and administer a trip.
- B. Together with the High School Band Director and as deemed necessary, obtain permission from the Clifton Public Schools to allow student travel and provide liability protection.
- C. Be responsible for organizing, planning, and overseeing the activities of the Trip Committee.
- D. Hold, as deemed necessary, monthly meetings to coordinate all the details of any trip, including but not limited to:
 1. Budget and payments
 2. Transportation
 3. Itinerary of scheduled educational and musical activities
 4. Permission slips and medical clearance
 5. Passport assistance (when necessary)
 6. Responsibilities of chaperones
- E. Maintain pertinent trip records (including but not limited to permission slips with parent/guardian signatures) for a period of two (2) years from the date of any trip. Any trip documents that need to be maintained shall be determined by the Executive Board.
- F. Together with the Treasurer and the Executive Board, be responsible for maintaining accurate receipts and invoices associated with a trip.

ARTICLE VI – Committees

Section 1

All standing and special committee chairs, except Scholarship, shall be appointed by the Association President.

Section 2

There shall be eleven (11) standing committees, plus other special committees as the President and/or the Executive Board shall create. Standing committees shall include:

- A. Bylaws
- B. Fundraising
- C. Captains
- D. Trip
- E. Publicity
- F. Recruitment
- G. Scholarship
- H. Social/Hospitality
- I. Spirit Wear
- J. Sunshine
- K. Webmaster

Section 3

The activities of all committees shall be subject to approval by the Executive Board and shall be reported to the general membership at monthly meetings.

Section 4

All members are invited to take an active part in Association activities. Committee Chairs shall offer the opportunity for participation to as many parents and guardians as possible and encourage a balance of both veteran and novice members.

ARTICLE VII – Duties of the Standing Committees and Chairs

Section 1 – Bylaws

The **Bylaws Committee** shall:

- A. Be directed by the Bylaws Committee Chair, who will be a member of the Executive Board of the Association.
- B. Be a de facto committee that shall function upon submission to the Executive Board of a written proposal for change by any five (5) members of the general membership, or as deemed necessary by the Executive Board.
- C. Upon functioning and as deemed necessary, hold meetings and submit a schedule of these meetings to the President.

Section 2 – Fundraising

The **Fundraising Committee** shall:

- A. Report to the Fundraising Chair, who will be a member of the Executive Board of the Association.
- B. Be responsible for organizing and overseeing all fundraising sub-committees and activities.

- C. Prepare a tentative fundraising calendar of events for approval at the October Executive Board meeting.
- D. Present the tentative fundraising calendar of events at the October general meeting.
- E. Solicit volunteers to chair individual fundraisers.
- F. Understand that every fundraiser is voluntary for the general membership, but encourage participation by all parents/guardians who want to build balances in their individual student accounts.

Section 3 – Captains

The **Captains Committee** shall:

- A. Report to the Head Captain, who will be a member of the Executive Board of the Association.
- B. Be responsible for the disbursement of information and communication to parents/guardians by telephone and/or electronic mailing.
- C. Assist individual fundraising chairs with the payment, coordination, and distribution of merchandise. In the event that a captain cannot assist in the distribution of fundraising merchandise, he or she shall appoint a designee.
- D. Keep a record of all sales and trip account funds earned by Band members in their groups and transmit that information to the Individual Student Account Coordinator within five (5) days after the close of each fundraiser.

Section 4 – Trip

The **Trip Committee** shall:

- A. Report to the Trip Coordinator, who will be a member of the Executive Board of the Association.
- B. Work in cooperation with the High School Band Director to suggest and arrange suitable Band trips that provide educational benefit and exhibit musical merit through performance and/or observation.
- C. In the event of a major (overnight) trip, submit a list of chaperone volunteers with recommendations to the Executive Board for approval. Participation on the Trip Committee, by itself, will not guarantee chaperone assignment.
- D. Ensure that chaperones are expected to meet all of their own expenses, except under extraordinary circumstances and as determined by the Executive Board.

Section 5 – Publicity

The **Publicity Chair** shall:

- A. Be appointed by the Association President.
- B. Provide publicity for Band activities, fundraising, trips, etc.
- C. Recruit and coordinate members from the Association to assist in publicity opportunities.
- D. Share available pictures and articles pertaining to Band activities with the Association at General Meetings.
- E. Be expected, upon retirement of his or her duties, to share contact information for local press releases to affect a smooth transition.

Section 6 – Recruitment

The **Recruitment Committee** shall:

- A. Be headed by a Chair who is appointed by the Association President.
- B. Encourage participation from veteran and novice Band members and their parents/guardians.

- C. Together with the High School and Middle School Band Directors, organize, coordinate, and oversee any events or activities designed to recruit future Band members.

Section 7 – Scholarship

The **Scholarship Committee** shall:

- A. Be guided by the High School Band Director, who will serve as a non-voting Chair, and be composed of:
 - 1. An odd number of members (none of whom shall be parents/relatives/guardians of a four-year senior Band member).
 - 2. A non-voting procedural observer who shall:
 - a. Be appointed by the Association President with the approval of the Executive Board to guarantee the integrity of the committee and its procedures.
 - b. Not be a parent /relative/guardian of a four-year senior Band member who is eligible for scholarship.
 - c. Report to the Executive Board as requested.
- B. Be formed by the December general meeting.
- C. Announce its timeline for application submissions at the December and January general meetings.
- D. Submit to the Executive Board prior to its February meeting an estimated gross amount of scholarship monies requested.
- E. Distribute applications at the February general meeting to eligible four-year senior applicants or their families. Persons who do not request and receive an application before the February meeting adjourns will not be eligible for scholarship.
- F. Collect applications at the March general meeting from eligible four-year senior applicants or their families. Persons who do not return an application before the March meeting adjourns will not be eligible for scholarship.
- G. Select qualified graduating senior Band members for all monetary awards.

Section 8 – Social/Hospitality

The **Social/Hospitality Committee** shall:

- A. Be headed by a Chair who is appointed by the Association President.
- B. Organize, coordinate, and oversee any purely social activities for Band members and their families that do not overlap or conflict with the activities of other Band committees.
- C. Oversee the procurement and serving of refreshments at general meetings and special Band activities as deemed necessary by the Executive Board.
- D. Be expected at year-end to share pertinent information and supplies with the incoming Executive Board to affect a smooth transition.

Section 9 – Spirit Wear

The **Spirit Wear Chair** shall:

- A. Be appointed by the Association President.
- B. Organize, coordinate, and oversee the availability of Band Spirit Wear and other items deemed appropriate by the Executive Board.
- C. Encourage and monitor parent/guardian volunteers to assist in the sale of Spirit Wear items.
- D. Maintain accurate inventories and financial records of all Spirit Wear sales and report to the Executive Board as requested.

- E. Be expected at year-end to pass along inventories, supplier information, and other pertinent records to the incoming Executive Board Chair to affect a smooth transition.

Section 10 – Sunshine

The **Sunshine Chair** shall:

- A. Be appointed by the Association President.
- B. Acknowledge and be responsible for the social welfare of the membership in consultation with the Executive Board.
- C. Follow monetary guidelines for the disbursement of funds. Expenditures shall not exceed \$80 (exclusive of delivery) for any one of the following categories without Executive Board approval, but there shall be no limit to the number of events for which a Band member or family may receive benefits in any one year.
 - 1. Major illness/surgery of a Band member.
 - 2. Death of an immediate family member (parent, guardian, grandparent, sibling) of a student.
 - 3. Death of a former Band member.
- D. In cases not covered above, send an appropriate card to the Band family to offer congratulations for a happy occasion or support in the event of illness or loss. Guidelines for acknowledging events occurring within the adult Band Staff, alumni, and their families shall be determined by the Executive Board.
- E. Report the events and acknowledgments sent and received on behalf of the Band at general meetings.
- F. Submit receipts to the Executive Board for all expenditures for reimbursement.
- G. Record and submit an accumulated report of the year's acknowledgments to the Executive Board in December and June.

Section 11 – Webmaster

The **Webmaster** shall:

- A. Be appointed by the Association President.
- B. Organize, coordinate, and oversee the Band website.
- C. Obtain a copy of the Association Bylaws from the Bylaws Committee Chair and post on the website.

ARTICLE VIII – Funds

Section 1

All monies shall be raised and credited in the name of the **Clifton High School Mustang Band Parent Association, Inc.**

Section 2 – General Fund

- A. The General Fund assessment, or Band dues, shall provide funds for operating expenses and selected educational and social activities available to the entire Band.
- B. Each Band member must satisfy his or her General Fund assessment through fundraising or direct payment before any balance can be credited to build the Individual Student Account.
- C. The projected General Fund assessment for any one year shall be discussed at the August Executive Board meeting and presented to the Association membership at the September general meeting.
- D. Deadlines:

1. Four-year seniors who want to be considered eligible for scholarship must satisfy the General Fund requirement by the March general meeting. Persons who do not satisfy the General Fund requirement before the March meeting adjourns will not be eligible for scholarship.
 2. Failure to meet General Fund requirements by the date of the April general meeting shall result in non-participation in General Fund sponsored activities, trips, awards, and scholarships. Any other indebtedness to the Association shall also result in exclusion from General Fund sponsored activities, trips, awards, and scholarships.
- E. Executive Board privilege can override and amend due dates due to unforeseen circumstances.
- F. Whenever year-end fundraisers are scheduled after General Fund deadlines, any profits for individual Band members will be applied to the General Fund of the following year for returning students.

Section 3 – Individual Student Account

- A. The Individual Student Account shall consist of the money credited to an individual Band member from a fundraising activity or direct payment and shall be comprised of separate balances:
1. Accumulation of fundraising profits and direct payments to satisfy the General Fund assessment
 2. Accumulation of fundraising profits and direct payments to build the Individual Trip Account.
- B. Individual Trip Account balances cannot be used to meet any General Fund requirements.
- C. Funds can only be transferred from an individual Band member's Individual Trip Account as follows:
1. Apply to a Band member's financial liability for an approved Association trip.
 2. Band members may request, through the Executive Board, use of Individual Trip Account for group activities, such as camps and/or seminars, as recommended by the Band Director.
 3. The Executive Board must be notified in writing during the active Band member's senior year (but at least by the June general meeting) if any Individual Trip Account balances are to be transferred within two (2) years to a sibling.
 4. In the event of a trip cancellation by the Band due to world events, only direct payment will be reimbursed.
 5. Unless qualified for sibling transfer in Section 3.C.(3) above, any excess funds held in the Individual Trip Account for an individual at the time that person graduates, leaves Clifton High School, or terminates active Band activity for any reason shall automatically transfer to the Scholarship Account.
- D. Out-of-pocket expenses may only be reimbursed according the following conditions:
1. Band members may request reimbursement of out-of-pocket expenses for any Band-sponsored trip completed either in the current school year or in the school year immediately preceding same.
 2. Requests for reimbursement may not exceed the Individual Trip Account balance.
 3. Requests to withdraw out-of-pocket reimbursements must be submitted in writing with parent/guardian original signature (not electronically) to the Executive Board at or before the May general meeting. Eligible reimbursement payments shall be distributed by the end of the fiscal year.

4. Band members who fail to request reimbursement according to these deadlines shall forfeit their right to receive funds.
 5. Balances remaining in the Individual Student Account shall remain in that account until the student terminates Band activity according to Article VIII, Section 3.C above.
- E. Unresolved Individual Trip Account discrepancies shall be settled by the Executive Board.

Section 4 – Student Band Fund

- A. The Student Band Fund Account shall be managed by the Association’s Executive Board under the direction of the High School Band Director.
- B. The Student Band Fund Account consists of the money credited from freshman student dues (annual amount to be determined by the High School Band Director), musical exhibitions, concerts, and donations to benefit student Band members.
- C. Unresolved Student Band Fund Account discrepancies shall be settled by the Executive Board, inclusive of the High School Band Director.
- D. Records of receipts and expenditures shall be maintained according to Article V, Section 5.

ARTICLE IX – Band Scholarships

Section 1 – Eligibility

Applicants (senior Band member, instrumentalists, and/or non-instrumental personnel) for scholarships funded by the **Association** may qualify for one of the following:

- A. The James Moscati Memorial Band Scholarship.
- B. Band Parents Merit Scholarship.
- C. Spirit Scholarship

Section 2 – The James Moscati Memorial Band Scholarship

- A. The James Moscati Memorial Band Scholarship(s) shall be awarded based upon the following:
 1. Plans to major in music at an accredited institution of higher learning. If there is no music major in the graduating class, then an individual who plans to major in education at an accredited institution of higher learning.
 2. Must have four (4) years of good attendance and participation in the following:
 - a. Marching Band.
 - b. All possible performing Band ensembles.
 - c. Band-related activities.
 3. Has demonstrated a positive attitude toward the Band, its activities and traditions.
 4. Fully complies with Article VIII, Section 2.D of these bylaws.
- B. If awarded, the scholarship(s) shall be of an amount greater than any Band Parents Merit Scholarship.
- C. In the event that no James Moscati Memorial Band Scholarship is awarded, the award monies shall revert back to the Band Parents Merit Scholarship monies for that year.

Section 3 – Band Parents Merit Scholarship

- A. Band Parents Merit Scholarship(s) shall be awarded in no more than two (2) financial categories. All scholarships in each category shall be of equal value.
- B. The following minimum requirements must be met in order to be considered for a scholarship:
 1. Plans to pursue any further formal education.
 2. Four (4) consecutive years of good attendance and participation in the following:

- a. Marching Band.
 - b. All possible performing Band ensembles.
 - c. Band-related activities.
3. Top one-fourth (1/4) of his/her class.
 4. Has demonstrated a positive attitude toward the Band, its activities and traditions.
 5. Fully complies with Article VIII, Section 2.D of these bylaws.

Section 4 – Spirit Scholarship

- A. The Spirit Scholarship(s) shall be awarded based upon the following criteria:
 1. Bottom three-fourths (3/4) of his/her class.
 2. Four (4) consecutive years of good attendance and participation in the following:
 - a. Marching Band.
 - b. All possible performing Band ensembles.
 - c. Band-related activities.
 3. Has demonstrated a positive attitude toward the Band, its activities, and traditions.
 4. Fully complies with Article VIII, Section 2.D of these bylaws.

The scholarship(s) awarded shall not be greater than any Band Parents Merit Scholarship.

Section 5 – Distribution of Scholarship Monies

- A. Scholarship recipients shall be announced prior to the end of the school year.
- B. Disbursement shall be made upon written proof of acceptance and financial commitment (e.g., any canceled check indicating plans to attend an accredited institution).
- C. If no suitable documentation is received on or before September 30 by the Association Scholarship Committee Chair, the award shall be forfeited and returned to the Association.

Section 6 – Scholarship Account

An interest bearing account has been created for the specific purpose of all CHS Mustang Band Parent Association Scholarships awarded to eligible students. Monies in this account consist of the following:

- A. Any donations and/or fundraising contributions that have been deemed specifically to benefit the Band Scholarship Fund.
- B. Any monies transferred to the Band Scholarship Fund according to Article VIII, Section 3.C.(5).

ARTICLE X – Awards

Section 1 – All-State Award

- A. The All-State Award shall be awarded to each Band student who:
 1. Is selected for and makes the financial commitment to perform with either the All-State Band or the All-State Orchestra.
 2. Fully complies with Article VIII, Section 2 of these bylaws.
- B. The amount to be awarded shall be determined by the Executive Board on an annual basis.

Section 2

Any qualified Band student may be recognized with an honorary or monetary award as deemed appropriate by the Executive Board and the Band Director.

ARTICLE XI– Dissolution and Contributions

Section 1

The Association shall have the right to solicit and accept contributions from third parties. All monies thus received will be used in furtherance of the Association's purpose as hereinabove stated.

Section 2

Upon dissolution of the Association, the Executive Board shall utilize the Association's assets for the payment of all obligations and liabilities. Any remaining assets will be disposed of by the Executive Board in a manner consistent with the Association's original objective, intent, and charitable purpose as hereinabove stated. This shall be either in the form of direct expenditures or by disbursement to one or more organizations organized and operated exclusively for charitable, scientific, or educational purposes so as to qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code or any corresponding provision of a future law of similar import, or to the United States, or a state or local government, for a public purpose.

Section 3

Dissolution of the **Clifton High School Mustang Band Parent Association, Inc.** shall:

- A. Require a two-thirds (2/3) vote of the Executive Board membership, inclusive of the High School Band Director.
- B. Be considered approved by a three-fourths (3/4) vote of those members with voting privileges present at a general meeting, as long as written notice (accomplished by postal or electronic mailing or notice on the Association website) of the proposal plus the time, place, and purpose of the meeting has been given to each Band member family at least thirty (30) days prior to the meeting at which the vote is taken.

ARTICLE XII – Adoption and Amendment

Section 1

These bylaws shall be considered adopted upon the approval by three-fourths (3/4) of those members with voting privileges present at a general meeting. If any other meeting is called specifically for the purpose of adopting the bylaws, written notice (accomplished by postal or electronic mailing or notice on the Association website) of the proposal plus the time, place, and purpose of the meeting must be given to each Band member family at least fifteen (15) days prior to the meeting at which the vote is taken.

Section 2

These bylaws may be altered, amended, or repealed by an affirmative vote of not less than two-thirds (2/3) of the members with voting privileges present at a general meeting. If any other meeting is called specifically for the purpose of altering, amending, or repealing these bylaws, written notice of the proposal plus the time, place, and purpose of the meeting must be given to each Band member family at least fifteen (15) days prior to the meeting at which the vote is taken.

Section 3

The Corporation has been formed pursuant to the laws of the State of New Jersey. These bylaws shall be construed in accordance with the New Jersey Nonprofit Corporation Act and any other applicable laws.

Adoption and Approval

These Bylaws of the CHS Mustang Band Parent Association, Inc.,

have been adopted and approved on this _____ day of _____ in the year _____ to become effective

on the _____ day of _____ in the year _____.

President
CHS Mustang Band Parent Association, Inc.

Band Director
Clifton High School

First Vice President
CHS Mustang Band Parent Association, Inc.

Secretary
CHS Mustang Band Parent Association, Inc.

Bylaws Committee:

Debra Gretina
Karen Molner
Barbara Sconzo
Michael Molner

Nick Sconzo
Dawn Ihle
Karin Pierson
Linda Surgent