Bylaws

Article I - Duties of Officers

President:

1. Preside over all the organization's meetings.
2. Appoint all committees.
3. Approve all committee chairpersons.
4. Serve as an ex-officio member of all committees, except as noted herein.

Vice-President

1. Assume all the duties of the President in his/her absence.
2. Serve as an ex-officio member of all committees, except as noted herein.
3. Receive all funds accrued by the organization and deposit the same into a federally insured financial institution within five (5) working days.
4. Maintain an accurate membership list with all current available contact information.

Secretary

1. Keep records of all meetings and maintain said records indefinitely.
2. Manage the organization's correspondence with the public and media, as well as coordinate all correspondences with and between the Officers and the membership.
3. Safeguard the official copies of the Constitution and Bylaws.
4. Administer all votes and elections, unless otherwise mandated within the Constitution or Bylaws.

Treasurer

1. Make disbursements as directed by the organization.
2. Keep a full and accurate account of all monies transacted.
3. Make monthly treasurer reports at each Regular Meeting.
4. Present a summary financial report at the Annual Officers Meeting.
5. Prepare and file all applicable (federal, state, local, etc.) forms and reports as required by governing entities.

Band Conductors

1. Act as liaison between the Esky Band Boosters, band personnel, and school authorities.

Officers

1. Supervise the affairs of the organization.

Article II – Terms of Office

Officers and Chairpersons shall not be elected to the same office for more than three (3) consecutive terms. An elected Officer’s term shall be two (2) years in duration. A Chairperson’s term shall be one (1) year in duration. To maintain continuity within the organization, the term of each elected office shall expire as follows:

President: Term shall expire during **EVEN** numbered years.
Vice-President: Term shall expire during **ODD** numbered years.
Secretary: Term shall expire during **EVEN** numbered years.
Treasurer: Term shall expire during **ODD** numbered years.

Article III - Elections

Section I: Nominating Committee

A Nominating Committee comprising two (2) Officers and one (1) additional member shall be appointed by the President at the March Regular Meeting. The most recent Past President shall act as Chairperson of the Nominating Committee. If the Past President is not serving, the most senior Band Conductor Officer shall assume the role as Chairperson. The Chairperson shall carry no vote. The current president and vice-president shall not serve as ex-officio members of this committee.

The Nominating Committee shall meet separately and prepare a list of nominees for each vacant and expiring office.

Section II: Presentation of Nominations

The Nominating Committee shall present their list of nominees at the April Regular Meeting. After the Nominating Committee presents its list of nominees, any attendee may propose additional nominations. All nominees shall be current members in good standing.

All nominees shall accept, either verbally or in writing, their nomination prior to being placed on the ballot. Nominees need not be present for the vote.

If each open office contains a single nominee, the ballot shall be presented as a single slate for voting.

Section III: Elections

Officers shall be elected by ballot at the April Regular Meeting. If a single slate is presented, the Secretary shall cast one ballot. If not a single slate, then all Officers and Members in attendance shall each be granted one vote for each open Office position, including those attending virtually.

The Secretary shall administer the election, which shall include a process for collecting virtual attendees' votes. The results shall be announced prior to the conclusion of the April Regular Meeting. The nominee with the largest number of votes shall be declared the winner, even without a majority result. Recount requests shall be made immediately following the announcement of the voting results and shall be made by a candidate for the specific office of concern. If a tie results for any position, the President shall cast one (1) additional vote for that office to break the tie.

Once all recount requests and ties are resolved, the Secretary shall certify and record the results. Elected Officers shall be installed at the May Regular Meeting and their official duties will be assumed upon adjournment of that meeting.

Any office that becomes vacant mid-term shall be appointed by the Executive Board

to fill the unexpired term, except for the President's office which shall be filled by the Vice-President. If the Vice-President is appointed President, the Executive Board shall fill the newly vacated Vice-President office by appointment. All appointments shall be by majority vote of the Executive Board.

Article IV - Disbandment

If the Esky Band Boosters organization is unwilling to cooperate with the guidance and leadership of the Band Conductor Officers, the Band Conductor Officers have the right to disband the Esky Band Boosters by force.

Disbandment of the Esky Band Boosters by force must be through unanimous vote of all Band Conductor Officers. An Escanaba Area Public Schools Administrator must be made aware of the desire for disbandment and must be present at the meeting of disbandment to act as a mediator and witness.

Any monies in the treasury shall be turned over to the Band Program Activities Account of the Escanaba High School.

Article V – General Guidelines

1. Robert's Rules of Order shall serve as the basis for parliamentary procedure. A bound copy of which shall be available for referral at each meeting.
2. A copy of the Constitution and Bylaws shall be available for referral at each meeting.
3. The order of business of all Band Booster meetings may be as follows:
    a) Meeting called to Order.
    b) Public comments.
    c) Reading and acceptance of minutes of previous meeting.
    d) Review and acceptance of Treasurer's Report.
    e) Reports of Officers and Committee Chairpersons.
    f) Unfinished Business.
    g) New Business.
    h) Open discussions.
    i) Public comment.
    j) Adjournment.
4. The Presiding Officer of the meeting shall announce each order of business at its proper time during the meeting.

Article VI – Non-Profit Status

Esky Band Boosters is, and shall always be, a non-profit organization.