

Lyndhurst High School Band Association, Inc.

BYLAWS



www.lyndhurstmusic.com

As Amended and Approved: 7/7/2022

Co-President: Rita Paolazzi:

Rita Paolazzi

Co-President: Christina Bancroft:

Christina Bancroft

Treasurer: Mattie Frietas:

Mattie Frietas

Lyndhurst High School Band Association, Inc.
Bylaws
(As amended July 7, 2022)

ARTICLE I: NAME

1. The name of this organization shall be known as "Lyndhurst High School Band Association, Inc." The Lyndhurst High School Band Association, Inc. shall be hereinafter referred to as the "Lyndhurst Music Association".

ARTICLE II: OBJECTIVE

1. The objective of the Lyndhurst Music Association shall be to provide financial and service support to the Music Program in the Lyndhurst, New Jersey Public School System.
2. The Lyndhurst Music Association is not intended to displace the responsibility of the Board of Education to provide items such as instruments, uniforms, staff salaries, and music.
3. The Lyndhurst Music Association shall be governed by these bylaws.
4. The Lyndhurst Music Association shall be a non-profit organization structured exclusively for charitable purposes within the means of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE III: RELATION TO PUBLIC EDUCATION SYSTEM OF LYNDHURST, NEW JERSEY

1. The Lyndhurst High School Band Director and the Lyndhurst High School Chorale Director for the Public Education System of Lyndhurst, NJ, shall serve as professional advisors and liaison between this organization and the Lyndhurst Public School Administration.
2. The Lyndhurst High School Band Director and the Lyndhurst High School Chorale Director for the Public Education System of Lyndhurst, NJ, shall assist the President of this organization in the conduct of this organization.

ARTICLE IV: MEMBERSHIP

1. The Certificate of Incorporation of the Lyndhurst High School Band Association provides that the corporation shall not have members. The word "members" in the Certificate of Incorporation is used as provided by governing law, N.J.S.A.: 1-1 et seq. Use of the term "member" or "membership" in these bylaws refers to the parents of all students participating in the Lyndhursts Music Association programs and those stated in Article IV, Section 2.

2. Membership in the Lyndhurst Music Association also shall include the High School Principal or designee, the Director of Music, the Lyndhurst High School Band Director, the Lyndhurst High School Music Department Lead Teacher, the Lyndhurst High School Color Guard Advisor, the Student Band Council President, and the Student Chorale President.
3. Members of the Lyndhurst Music Association shall have the right to hold elective office, to vote, and may participate in all activities of the Lyndhurst Music Association.
4. Associate members may include other band staff, alumni, and their parents; however associate members may not hold office or vote on matters of the Lyndhurst Music Association.

ARTICLE V: MANAGEMENT OF THE LYNDHURST MUSIC ASSOCIATION

1. The management of the Lyndhurst Music Association shall be vested in a governing body called the Executive Board.
2. The Executive Board shall consist of:
 - a. President
 - b. 1 st Vice President- Fundraising
 - c. 2nd Vice President – Membership/Communication
 - d. Secretary
 - e. Treasurer
 - f. Scrip Coordinator
3. The rules contained in “Robert’s Rules of Order” shall govern the Band Association in all cases in which they are applicable unless otherwise stated in the Bylaws.
4. The Executive Board may delegate specific powers and duties as may be needed to carry out the activities of the Band Association.
5. The fiscal year of the Lyndhurst Music Association shall be from July 1st to June 30th.
6. The President shall preside over all meetings of the Lyndhurst Music Association. He/she shall coordinate the work of the Executive Board and all other committees. The President shall receive regular reports on the activities of the committees and the music programs. He/she shall appoint a replacement to the Executive Board, should a vacancy occur.
7. The First Vice-President shall chair the Fundraising Committee. He/she shall assist the Lyndhurst Music Association in ways deemed appropriate by the President.
8. The Second Vice-President shall chair the Membership Committee. He/she shall assist the Lyndhurst Music Association in ways deemed appropriate by the President.
9. The Secretary shall take the minutes of all regular and special meetings of the Lyndhurst Music Association. He/she shall share the minutes of any meeting on the Lyndhurst Music Association website or via email within two (2) weeks after any meeting. The Secretary will maintain a log of any and all motions, petitions and amendments to the Bylaws of the Lyndhurst Music Association. The Secretary shall handle the general correspondence of the Lyndhurst Music Association subject to the direction of the President and Executive Board. He/she shall assist the Band Association in ways deemed appropriate by the President.

10. The Treasurer shall maintain the budget and all financial records, be responsible for the collection of fees and the payment of all expenditures for the Lyndhurst Music Association. The Treasurer shall maintain all required documents, such as vouchers, receipts, bank statements, etc. The Treasurer shall file all the appropriate paperwork as required by all Federal, State, and local governing bodies. The Treasurer shall report on the financial condition of the Lyndhurst Music Association at each meeting. He/she shall assist the Lyndhurst Music Association in ways deemed appropriate by the President.
11. The Scrip Coordinator shall maintain all scrip orders and correspondence. He/she shall coordinate with the First Vice President and Treasurer to allocate Scrip Funds. He/she shall report on the Scrip Account at each meeting. He/she shall assist the Lyndhurst Music Association in ways deemed appropriate by the President.
12. The Executive Board shall have full authority to act on all business matters of the Band Association and on such matters that may occur between meetings of the Executive Board and the general membership.

ARTICLE VI: MEETING OF THE BAND ASSOCIATION

1. The Lyndhurst Music Association shall hold a minimum of six (6) meetings during the school year, at a place and time set by the Executive Board.
2. Meeting notices and any changes shall be available to all members through an appropriate means, such as email, website, mailing, etc., prior to the meetings.
3. All meetings are open to the general membership.
4. Special meetings can be requested by the President or through writing to the President with the stated business that is wished to be discussed. This request shall be reviewed by the Executive Board and a meeting shall be called at his/her discretion.
5. A quorum for voting shall consist of a two-thirds majority of the Executive Board.
6. All members present at the meeting may vote and a simple majority is required for passing any motion.

ARTICLE VII: ELECTIONS

1. Each member of the Executive Board shall be elected for a two (2) year term and shall assume the duties of the position at the first scheduled meeting at the start of the fiscal year. The privilege of serving a second term will be offered to elected officers.
2. Elected members of the Executive Board can only serve two consecutive terms (four years) in one position; officers shall not be eligible to serve in that same position again until two years have lapsed between terms of office.
3. The nomination of Officers will be held in April. Available Officer Positions will be announced at the general meeting in March. Anyone wishing to nominate an officer must do so in writing 30 days prior to the election. Elections will take place after the 30 day period has lapsed.
4. Any person eighteen (18) years or older who is a member in good standing is entitled to vote. A person who has paid annual dues by September 30th is considered a member in

good standing. The presence of seven (7) members in good standing at a meeting shall constitute a quorum.

5. Installation and re-organization will take place in June at a special meeting.
6. In the event of vacancies due to resignation or other reasons, the position shall be filled through appointment for the balance of the term by the President.

ARTICLE VIII: COMMITTEES

1. The Executive Board shall establish Committees as may be deemed necessary for the proper conduct of the Lyndhurst Music Association.
2. All Committees shall be composed of members and associate members of the Lyndhurst Music Association.
3. The President shall be an ex-officio member of all committees.
4. Any expense associated with a committee which is outside of the budget for that committee, shall be reviewed with an Executive Board member prior to being incurred.

ARTICLE IX: AMENDMENTS

1. Any member of the Lyndhurst Music Association may make written petitions to amend these Bylaws. The proposed amendment shall be presented at the next meeting for discussion and sent to members for comment. Formal action and adoption of the amendment will be at the following meeting and shall be by a two-thirds (2/3) vote of the Executive Board.
2. Upon approval of the proposed amendment by the Executive Board, said amendment will be presented to the general membership for ratification.
3. The Bylaws of the Music Association shall be reviewed at least every three (3) years by the Executive Board or their designee.

ARTICLE X: DISSOLUTION

1. In the event of the dissolution of the Lyndhurst Music Association, all of its assets not required for payment of liabilities shall be distributed to Lyndhurst High School Music programs, in the name of Lyndhurst High School Band Association, Inc. If the named beneficiary is not in existence or is unwilling or unable to accept the assets of the dissolving organization, such assets shall be distributed by the Executive Board to such organizations which are organized and operated for charitable, educational, or musical purposes for which the dissolved corporation was organized.