



Steinert High School Jazz Band



FRIENDS OF STEINERT HIGH SCHOOL JAZZ PROGRAM **BY-LAWS**

Version 4.0 – Amended 5/24/2010
Effective 11/1/2010

ARTICLE I **NAME**

1. This organization shall be called the Friends of Steinert High School Jazz, Inc. (“FoSJ”).
2. This group will be comprised of Parents/Guardians of the members of any and all Steinert High School Jazz Bands, alumni of any Steinert Jazz Band and non-parents or guardians who are sponsored by a parent/guardian member and approved for membership by a simple majority of members. See Article III, Membership.

ARTICLE II **OBJECTIVE**

1. The objective of FoSJ shall be to promote the legitimate educational and musical goals of the Steinert High School Jazz Band(s) as well as their individual members. At no time or in any manner shall FoSJ interpose itself in the direction, management or administration of said Band(s).
2. FoSJ shall, with the approval of the Steinert High School Instrumental Music Director and the Principal, achieve this objective by one or several of the following means:
 - A. Initiating and conducting enterprises to the end that shall produce revenues which, together with any other revenues received from any other source, shall be employed solely to implement the objectives of FoSJ in a manner approved by the Steinert High School Instrumental Music Director and the Principal.
 - B. Initiating, conducting and assisting in conducting educational, musical and social activities of the Steinert High School Jazz Bands, not normally a regular part of the school program.

ARTICLE III **MEMBERSHIP**

Membership shall be defined in three categories:

Parent/Guardian Membership
Alumni Membership
Associate Membership

1. Parent/Guardian membership in FoSJ shall be open to all parents/guardians of the members of the Steinert High School Jazz Band(s) who have met their dues obligations as defined in Article VII.
2. Alumni Membership in FoSJ shall be open to all former members of any Steinert High School Jazz Band who have graduated from High School and who have met their dues obligations as defined in Article VII.
3. Associate Membership in FoSJ shall be open to anyone who is sponsored for membership by a current FoSJ parent/guardian member in good standing, presented for membership at any general meeting of the FoSJ, and is approved by a simple majority of

members present at a subsequent general meeting, and has met their dues obligations as defined in Article VII.

4. Only parent/guardian members who have met their dues obligations will have voting privileges.
5. The Instrumental Music Director of Steinert High School and the associated Professional Staff employed by the Hamilton Township Board of Education shall be associate members and their dues are waived.
6. The Principal of Steinert High School shall be an associate member and his/her dues are waived.

ARTICLE IV OFFICERS

1. The Officers of FoSJ shall be President, 1st Vice president, 2nd Vice President, Secretary and Treasurer.
2. To serve as an officer, you must be a dues paying parent/guardian member in good standing and have served on the FoSJ Executive Board.
3. Each officer shall be elected for a one-year term by a majority of the voting members present at the May general meeting of FoSJ.
4. The President shall preside at all meetings of FoSJ at which he/she is present, shall exercise general supervision over all activities of the organization, and shall serve as a member, ex officio, of all standing committees.
5. The 1st Vice President shall assume the duties of the President during his/her absence.
6. The Secretary shall keep minutes of all general and Executive Board meetings of FoSJ, which shall be accurate and official records of all business transacted; shall be custodian of all FoSJ records; and shall conduct all correspondence of FoSJ.
7. The Treasurer shall maintain and be custodian of all FoSJ accounts; shall receive all FoSJ funds, which will be deposited in a bank or repository, selected or approved by the Executive Board; and shall only pay out funds budgeted or those approved by the Executive Board or general membership. All checks shall require the signature of any two of the officers. He/she shall present a report of receipts and disbursement at each general meeting. The Treasurer's accounts shall be audited annually by a committee appointed by the President, which shall submit its audit report at the September general meeting.
8. Two or more officers of FoSJ cannot be members of the same family. Family members are defined as spouse, child, sibling, parent, grandparent, grandchild, stepparent, stepchild, stepsibling, adoptive relationship, and/or relative of any degree residing in the same household as the officer.

ARTICLE V EXECUTIVE BOARD

The Executive Board shall consist of no more than ten (10) members and be organized as follows:

1. There shall be elected at the May general meeting from dues paying parent/guardian members in good standing of FoSJ, a number of individuals, whose total shall not exceed, including the five officers as detailed in Article IV, a number equal to 25%, not to exceed a total number of nine (9) members, in the Steinert Jazz Band(s). Candidates shall notify the current Executive Board of their intention to run for office, in writing, no later than the April general meeting.
2. The vacant seats of FoSJ Executive Board shall be filled by at least one (1) first year parent/guardian member in good standing who shall notify the Executive Board of his/her intention to serve no later than the October general meeting.
3. The Instrumental Music Director and associated Professional Staff employed by the Hamilton Township Board of Education shall be non-voting members of the Executive Board. They will not be counted for the purpose of calculating the total number of elected members.

4. Elected members shall commence their term July 1.

ARTICLE VI MEETINGS

1. FoSJ shall meet monthly from September through June. The Executive Board shall meet prior to each general meeting.

ARTICLE VII DUES

1. Membership dues shall be \$5.00 per individual member of FoSJ and is due no later than the October general meeting. Alumni members' dues are waived for the first four (4) years immediately following their graduation from High School.

ARTICLE VIII ADOPTION

1. These By-Laws shall become effective immediately upon adoption.

ARTICLE IX DISSOLUTION

1. FoSJ may be dissolved at any June meeting by a two-thirds vote of the total voting membership. Upon such dissolution, after all debts have been fully paid or provided for, the remaining assets shall be donated to Steinert High School for use in financing the activities of the Steinert High School Instrumental Music Program as the Principal shall deem desirable.

Adopted October 22, 2007

Change History

Change Date	Article	Section	Change
9/16/08	I	1	Name change from Steinert High School Jazz Program to Steinert High School Jazz, Inc.
9/16/08	V	1	Elected members term shall terminate at the New Business section of the following October general meeting rather than at the end of the following October.
6/13/09	IV	Item #1	Officers to include a 1 st Vice President and a 2 nd Vice President.
6/13/09	IV	Item #5	The 1 st Vice President shall assume duties of the President in his/her absence.
6/13/09	V	1	Executive board to include 5 officers and the total number = 25%, with a max of 10 members.
5/24/10	I	1	Abbreviated the Friends of Steinert High School Jazz, Inc. as "FoSJ" and used this reference in place of "the organization" throughout the document.
5/24/10	III		Renamed Friend of Jazz Membership as Associate Membership.
5/24/10	III	3	Sponsor for an Associate member changed from any member to a FoSJ parent/guardian member.
5/24/10	III	4	Only parent/guardian members have voting privileges.
5/24/10	III	5,6	The Instrumental Music Director, associated Professional Staff and Principal shall be associate members.
5/24/10	IV	2	Officers must be parent/guardian members and have served on the Executive Board.
5/24/10	IV	3	Officer elections changed from the October general meeting to the May general meeting.
5/24/10	IV	7	The Treasurer shall only pay out funds budgeted or approved by the Executive Board or general membership. Approval by the general membership was added.
5/24/10	IV	7	The Treasurer's accounts shall be audited by a committee appointed by the President. Formerly the committee was appointed by the Executive Board.
5/24/10	IV	8	Added section stipulating that two or more officers of FoSJ cannot be members of the same family and defined family members.
5/24/10	V		Limited the Executive Board to no more than ten (10) members.
5/24/10	V	1	Executive Board members to be elected at the May meeting (formerly was the October meeting), must be parent/guardian members (formerly was not stipulated what type of member), and are not to exceed a total of nine (9) members (formerly was ten (10) members – this was changed to nine (9) to accommodate a tenth member from first year members).
5/24/10	V	1	Candidates for Executive Board membership shall indicate their intention to serve no later than the April meeting. Formerly this stated no later than seven (7) days after the posting of Jazz Band try outs.
5/24/10	V	2	Added section providing for the election of at least one (1) first year parent/guardian to the Executive Board to fill vacant seat(s) no later than the October general meeting.
5/24/10	V	3	Changed Music Director and associated Professional Staff from full voting members to non-voting members. And removed: "The Executive Board will meet to, among other things, formulate plans and procedures of the Organization.
5/24/10	V	4	Defined July 1 as the beginning of the Executive Board term. Formerly it stated one-year term terminating at the New Business section of the following October general meeting.
5/24/10	IX	1	FoSJ may be dissolved at any June meeting by a two-thirds vote of the total voting membership. Formerly this stated at the October meeting.
5/24/10			Signatures of officers removed