

***Ramsey High School
Ramsey Band & Color Guard
Parents Association
Ramsey, New Jersey
October 1, 2002***

BY-LAWS

Article I

Duties of Officers

President or Co-Presidents – *Section I* – Shall preside at all meetings of the Association and Executive Board (hereinafter called the “Board”).

Section I-1 – Shall appoint, subject to approval of the Board, all Committee Chairpersons.

Section I-2 – Shall be a member ex-officio of all committees.

Vice President – *Section II* – Shall assume the duties of the President or Co-President in his or her absence.

Treasurer – *Section III* – Shall keep a separate and accurate record of all receipts and disbursements of funds for each major activity. Written financial reports shall be prepared for all Annual, Special, and Board Meetings.

Recording Secretary – *Section IV* – Shall keep the minutes and records of all Annual, Special, and Board meetings and publish same.

Corresponding Secretary – *Section V* – Shall prepare all correspondence required of the Association, keeping a file of such correspondence and shall prepare all publicity statements for the media keeping a file of such publicity.

Article II

The Executive Board

Members – *Section I* – Include the Officers of the Association, the past President, Co-President or highest former executive board member provided that the past President or Co-President or highest former Executive Board member is eligible and willing to be a member of the Association under the rules for membership, Band Director, Band Front Director, Band Council President, and Color Guard Representative.

Duties – *Section II* – The Board shall have the general supervision of the affairs of the Association in achieving its objectives as stated in the Constitution.

Meetings – *Section III* – The regular scheduled monthly meeting and Special meetings of the

Board shall be by the President or Co-President.

Quorum – *Section IV* – A majority of the Board may enact the business of the Board.

Special Business – *Section V* – By majority vote of the Board, matters may be brought to the Association membership for discussion or vote at the Annual, or Special meetings.

Article III

Special Meetings – By petition of twenty (20) members of the Association the President or Co-President shall call a meeting of the general membership to conduct the business as stated in the petition.

Article IV

Replacement of Officers – *Section I* – Should an officer be unable or unwilling to fulfill the remaining term of office, the President or Co-President, subject to majority approval of the Board, may appoint an Association member to fill the unexpired portion of the one year term.

Article V

Committees – *Section I* – There shall be the following standing committees:
Finance and Budget Committee and By-Laws Committee or any other such committees as the Board shall determine.

Section II – Finance and Budget Committee shall consist of a minimum of five members appointed as of June 1. The Treasurer shall be a member of this committee. Budgets and anticipated incomes are to be estimated by October 1, for Board consideration.

The By-Laws Committee shall be appointed to serve coincidentally with the elected officers.

Section III – The Board may appoint committees or itself as a committee of the whole or in part to manage any or all of the fund raising activities undertaken by the Association.

Section IV – The Band Director and Band Front Director shall be an ex-officio member of all committees.