



# ROYAL OAK HIGH SCHOOL BAND & ORCHESTRA BOOSTERS BY-LAWS

## **Article I - Name**

The name of this organization shall be the "Royal Oak High School Band and Orchestra Boosters."

## **Article II - Objectives**

The Mission of this organization shall be:

To support the Royal Oak High School Instrumental Music department's directors and professional staff in maintaining an instrumental music program that is educational, provides skills in performance and be a source of pride for the students, the Royal Oak Schools and the Royal Oak community.

This will be accomplished by:

- Working to make the Instrumental Music Program an integral and indispensable part of the Royal Oak community
- Ensuring the Directors and music staff have the resources they need to achieve the objectives of the Instrumental Music Program.
- Supporting the events and activities of the Instrumental Music Program so that the Directors can focus on education and preparation of the students
- Advocating and supporting a district-wide instrumental music education program that will ensure that students reaching the high school are prepared to learn and perform at a high school level.
- Helping students reach their potential and develop their appreciation of music outside the classroom.

## **Article III - Incorporation**

No part of the earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) by a corporation contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable or educational, purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the circuit court of the county in which principle office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### **Article IV - Membership**

The membership of this organization shall not be limited. Anyone interested in the progress and development of the Instrumental Music Program of Royal Oak High School may attend Booster meetings. Parents and guardians of students engaged in the instrumental music program are to be considered active members. There shall be no dues required of members of this organization.

#### **Article V - Meetings**

Business meeting of the organization shall be held during the school year; the regular time to be decided annually by the officers so as to reserve meeting space. The purpose of all business meetings will be: to transact necessary business regarding Booster activities; create standing committees, hear reports and approve work plans; approve a budget for the fiscal year.

- a. General Booster Meetings will be called three times during the school year:
  - *Beginning of School Year Information Meeting*  
Held in early September to provide an overview of activities, allow distribution of information to all parents. Volunteers will be recruited and general business will be conducted.
  - *Mid-Year Information Meeting*  
Held in January of the school year to provide information pertinent to second semester activities, answer questions and conduct general business.
  - *End of Year Information Meeting*  
Held in early June to provide orientation to students and families entering the Instrumental Music program. Present the Annual Report on current year activities and present Annual Plan looking forward to the upcoming school year.
- b. Executive Board Meetings will be called monthly when a General Booster is not scheduled.
  - Executive Board Meetings are open to any Booster member.
  - General Business will be conducted as identified by the agenda set by the President and distributed in advance electronically.
  - Additional topics may be presented as needed and appropriate.
  - The Executive Board is authorized to make emergency decisions in the intervals between business meetings by majority vote of the members of the Board. Any emergency action taken will be reported to the membership at the next business meeting.
- c. The members present at any General Booster Meeting shall constitute a quorum. A majority present of the members of the Executive Board shall constitute a quorum for any Executive Board Meeting.
- d. Motions at any General Booster Meeting or Executive Board Meeting can be carried by vote of a simple majority with any tie broken by Music director.

## **Article VI - Officers and their Election**

1. The Executive Board shall be parents/guardians of students currently enrolled in the Instrumental Music Program at Royal Oak High School.
2. The elected officers of this organization shall be President, Vice-President, Treasurer (may be one person or two co-treasurers), Communications Coordinator, Fundraising Coordinator, and Secretary.
3. The Elected Officers and Coordinators shall constitute the Executive Board.
4. Instrumental Music directors and professional staff of the Royal Oak School District shall advise the Executive Board as ex-officio members.
5. A nominating committee, chaired by the Vice President, shall present a slate, both electronically and available in hard copy, in April.
6. At the time of the election there shall be an opportunity for nominations from the floor, with prior approval of the nominee.
7. Elections will occur at the May Executive Board meeting, following notification to the General membership of elections being held at that time.
8. In the event a vacancy occurs during the school year in any of the elected or Nominated Executive Board positions, the Executive Board shall fill the vacancy by the majority vote of said Board with the person thus elected to serve until the members of the organization elect a successor.
9. Descriptions of all elected and nominated Executive Board positions are available upon request and will be kept on file with the Recording Secretary.

## **Article VII - Duties of Officers**

1. The **President** shall call, chair and set the agendas for General Booster Meetings and Executive Board Meetings. The President shall represent the Boosters when decisions are necessary and a called meeting is not possible. The President will work closely with the Royal Oak High School Instrumental Music directors and professional staff, interact with the School and District officials, and represent the Band and Orchestra Boosters to ensure that all community involvements fit with the curriculum guidelines, is appropriate for the program mission and can be accomplished within any time and calendar restrictions.
2. The **Vice President** shall assume the duties of the President at meetings of the organization in the event the President is absent and shall participate in General Booster meetings and monthly Executive Board meetings. The Vice President shall be responsible for forming a nominating committee and presenting a slate of officers for election and nomination each April.
3. The **Treasurer(s)** is (are) responsible for managing the finances of the Boosters, including collection and depositing of funds received and issuing payments for purchases and reimbursements with such financial institutions as the Executive Board shall determine. The Treasurer(s) will ensure that all transactions are properly recorded and allocated to the proper income and expense accounts. The Treasurer(s) will provide monthly treasurer reports that will include monthly activity, year to date and performance against budget reports. The Treasurer will ensure that State of Michigan and Federal tax filings are done in a timely fashion and will oversee a budget committee to present an annual budget for Board approval and membership approval.
4. The **Communications Coordinator** shall have the primary responsibility of making the school and community aware of the Instrumental Music Program including: performances, news briefs, fundraising activities and general publicity. The Communications Coordinator serves as administrator of the booster website, booster email account, Facebook, and Constant Contact email list and will maintain these sites as needed.
5. The **Fundraising Coordinator** shall help develop and oversee fundraising activities necessary to meet the revenue needs of the Boosters. Fundraising will include specific campaigns, special events, corporate/individual solicitation and performance related fundraising. The Fundraising Coordinator shall not be directly responsible for all Fundraising but will work in a cooperative role providing support and clear objectives for fundraising activities.
6. The **Secretary** shall record the minutes of all meetings of this organization, except meetings of committees, will attend to all official correspondence and shall perform such other duties as shall be delegated. The Secretary shall be responsible for the distribution, collection and maintenance of members' volunteer interests and will work with the appropriate committee chairs to secure volunteers for Booster activities. The Secretary will work with committees to create and maintain any Sign-up Geniuses as needed and shall work on Board succession with the Vice President to develop a nominating slate for annual elections

### **Article VIII - Standing and Special Committees**

1. The membership may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the organization.
2. All standing committees shall present plans of work to the general membership.
3. The President shall be a member ex-officio of all committees, except the Nominating Committee.

### **Article IX - Fiscal Year**

1. The fiscal year shall commence on July 1st and end on June 30th.
2. A budget for this organization, setting forth a general estimated income and proposed expenditures, shall be prepared by the Executive Board, under the direction of the Treasurer, for presentation to the general membership by the Treasurer no later than the last General Booster business meeting of the given school year.
3. The books of the Treasurer shall be audited annually by an auditor who, satisfied that the Treasurer's annual report is correct, shall sign a statement to that effect.

### **Article X - Amendments**

1. Amendments to these Bylaws may be proposed by the Executive Board or by not less than seven members of this organization by a writing setting forth the proposed amendment. The writing shall be signed by said members and delivered to the Recording Secretary.
2. Action on proposed amendments shall take place at the following general meeting, provided written notice of such proposed amendment is given one week in advance of the scheduled meeting by the Secretary through electronic distribution. All proposed amendments will be available in hard copy from the Secretary.
3. An amendment shall be adopted when it is approved by the affirmative vote of not less than two-thirds of the members present.
4. Standing Rules on policies are not part of the bylaws and exist only as a guidance in setting activities and policies to support the mission of the ROHS Band and Orchestra Boosters

*Revision Draft February 17, 2019*

*Approved:*

## ROHS Band & Orchestra Boosters Board

	<p><b>PRESIDENT</b></p> <ul style="list-style-type: none"> <li>• Participate in General Booster meetings and monthly Executive Board meetings</li> <li>• Call, chair, set agendas for meetings</li> <li>• Represent the Boosters when decisions are necessary</li> <li>• Work closely with the music directors, staff, and ROSD</li> <li>• Ensure all community involvement fits with the curriculum guidelines, is appropriate for the program mission and can be accomplished within any time and calendar restrictions.</li> </ul>		
	<p><b>VICE PRESIDENT</b></p> <ul style="list-style-type: none"> <li>• Participate in General Booster meetings and monthly Executive Board meetings</li> <li>• Assume the duties of the President at meetings of the organization in the event the President is absent</li> <li>• Form a nominating committee and present a slate of officers for election and nomination in April.</li> </ul>		
<p><b>COMMUNICATIONS COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Participate in General Booster meetings and monthly Executive Board meetings</li> <li>• Make the school and community aware of the Instrumental Music Program including:             <ul style="list-style-type: none"> <li>– performances,</li> <li>– news briefs,</li> <li>– fundraising activities</li> <li>– general publicity</li> </ul> </li> <li>• Serve and maintain website, booster email account, Facebook, and Constant Contact</li> </ul>	<p><b>SECRETARY</b></p> <ul style="list-style-type: none"> <li>• Participate in General Booster meetings and monthly Executive Board meetings</li> <li>• Record the minutes of all meetings of this</li> <li>• Attend to all official correspondence</li> <li>• Collect members' volunteer interests</li> <li>• Work with committee chairs to secure volunteers</li> <li>• Create and maintain any Sign-up Geniuses</li> <li>• Work on Board succession with the VP</li> </ul>	<p><b>TRESURER</b></p> <ul style="list-style-type: none"> <li>• Participate in General Booster meetings and monthly Executive Board meetings</li> <li>• Manage finances             <ul style="list-style-type: none"> <li>– Collect and deposit funds</li> <li>– Issue payments and reimbursements</li> </ul> </li> <li>• Ensure that all transactions are properly recorded and allocated to the proper income and expense accounts.</li> <li>• Provide monthly treasurer reports</li> <li>• Ensure that State of Michigan and Federal tax filings are done</li> <li>• Oversee and present an annual budget for approval</li> </ul>	<p><b>FUNDRAISING COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Participate in General Booster meetings and monthly Executive Board meetings</li> <li>• Develop and oversee fundraising activities</li> <li>• Work in a cooperative role providing support and clear objectives for fundraising activities.</li> </ul>