



ROYAL OAK HIGH SCHOOL BAND & ORCHESTRA BOOSTERS BYLAWS

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
- Supporting the events and activities of the Instrumental Music Program so that the Directors can focus on education and preparation of the students
 - Financial resources or support must be in writing and must be approved by the boosters / board
 - Any spending prior to approval is not guaranteed to be reimbursed
- Advocating and supporting a district-wide instrumental music education program. Helping students reach their potential and develop their appreciation of music outside the classroom.
- Financial support which directly benefits students for activities such as MSBOA fees, group trips, lessons when a need is identified which will better the school music program, and need based assistance for activities such as individual camps which will have a positive impact on the program and a direct positive impact on the student.

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 the principal 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

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 currently engaged in the instrumental music program are to be considered active members, and are eligible to serve on the board or chair a committee. Anyone wishing to chair committees, who do not have a student in the instrumental program, would be allowed to chair if and when there are no other candidates available or willing. There shall be no dues required of members of this organization.

Article V - Meetings

Business meetings 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 monthly during the school year. General business will be conducted, needs for events including volunteers and planning will be conducted.
 - Director updates should be provided in writing ahead of meeting a recap of past events and upcoming event needs (volunteers)
 - Requests for volunteers or assistance should be provided in writing minimum of 2 weeks prior to the event
- b. Executive Board Meetings will be called when needed.
 - Executive Board Meetings are to be attended by the board
 - 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 the President.

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. A nominating committee, chaired by the Vice President, shall present a slate, both electronically and/or available in hard copy, in April.
5. At the time of the election there shall be an opportunity for nominations from the floor, with prior approval of the nominee.
6. Elections will occur at the May Booster meeting, with following notification to the General membership of elections being held at that time.
7. 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.
8. 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 recruitment and filling of committee chairs 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 August 1st and end on July 31st.
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. A budget will be made available to the directors, and will be set aside each fiscal year. Amount to be approved by the Board and will be available for use each fiscal year. Funds do not carry over. Any unused budget will be forfeited by the directors.
4. Each fiscal year a percentage of fundraising profits shall be set aside for the specific future purposes. Those funds shall help offset costs of students.
 - a. 30% Large student trip (Example: Disney every 4 years).
 - i. 50% of the funds shall be need based and available to those students who have an identified need

- ii. Boosters will work with the school to ensure they know the funds are available and the school shall determine how the funds are delivered to ensure student confidentiality
 - b. 10% Smaller Student trip (Example: Chicago every 4 years)
 - i. 50% of the funds for each purpose shall be need based and available to those students who have an identified need
 - ii. Boosters will work with the school to ensure they know the funds are available and the school shall determine how the funds are delivered to ensure student confidentiality
 - c. 10% for scholarships for lessons/camps for students who have identified need through the school
 - i. Boosters will work with the school to ensure they know the funds are available and the school shall determine how the funds are delivered to ensure student confidentiality
- 5. 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

Proposed Revision Draft May 1, 2022

Approved:

ROHS Band & Orchestra Boosters Board Org Chart

