

BYLAWS OF THE CHURCHILL HIGH SCHOOL **MUSIC BOOSTERS**

Date of Adoption: May 28, 2009

(Revised: September 16, 2015 and January 17, 2017)

ARTICLE I **Organizational Identification**

Section 1 – Name

The name of the organization shall be the “CHURCHILL HIGH SCHOOL MUSIC BOOSTERS” (hereinafter “Boosters”).

Section 2 – Music Program

The Churchill High School Music Program (hereinafter “Music Program”) shall include, but not be limited to; the Concert Band, Symphony Band, Wind Ensemble, Marching Band, Jazz Band and Combos, Color Guard, Pep Band, Percussion Ensemble, and any other group organized by the Band Director(s). The Music Program does not include the choirs, orchestras, musicals, or CAPA productions, which are separately organized and funded.

Section 3 – Articles of Organization

The articles of organization of a constituent organization include; (a) the bylaws of such organization and (b) the state endorsed articles of incorporation of such organization.

ARTICLE II **Mission Statement**

The Churchill Music Boosters is organized exclusively for charitable educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The purpose of the Boosters shall be to provide support and assistance, financial and otherwise, to the Music Programs and Music Director(s) of Churchill High School through any lawful act or activity for which a not for profit organization may engage. This may include but is not limited to bringing the program into community focus, and promoting the school-community interaction and exchange to the benefit of all.

ARTICLE III

Objectives

- A. To assist the Music Program Faculty in developing, executing, and funding support for relevant activities that promote school-community interaction, and make the Music Program a contributing factor in our community.
- B. To encourage our high school music students to strive for greater musical achievements and musical appreciation.
- C. To lend all possible support, of the moral and financial, to all members of the Music Program, including sponsoring fundraising activities and rendering any other assistance necessary at music functions in full support of their activities.
- D. To promote a better understanding between the students, parents and community of the hard work, effort, and dedication the students give to the Music Program by actively sharing and supporting their endeavors.
- E. To promote personal and social enjoyment, personal growth, self-satisfaction, and pride in the Music Program through active participation in the activities of the Music Program.
- F. To cooperate with and support the Music Program Faculty and school administration to ensure that the Music Program shall attain and maintain the highest possible degree of efficiency, excellence, and educational integrity.
- G. To comply with all existing state and federal guidelines, laws and statutes, including Section 501(c)(3) of the Internal Revenue Code of 1954, as amended or shall be hereinafter amended in order to be considered an organization exempt from federal and state taxes.

ARTICLE IV

Membership

Any parent or legal guardian of a current school year Music Program student is automatically a member.

ARTICLE V

Executive Board

Section 1: The Board

A. The organization shall be governed by an elected Executive Board (hereinafter “Board”).

President

Vice President

Treasurer

Secretary

B. The Band Director(s) are automatically voting members of the Board.

C. Student representatives from band can be non-voting members of the Board.

D. The past-president can be a non-voting member of the Board.

Section 2: Elections

A. Sometime between March 1 and April 30 the Board will choose a date in May for the annual meeting at which the next year's officers will be elected. Members will be notified at least 30 days prior to the election date. Nominations will be taken from the date of notice until the day of elections.

B. The officers shall be elected by majority vote to serve for one year, and their term of office shall be from July 1 to June 30.

C. In case of a mid-year vacancy of the office of President, the Vice-President shall ascend to the Presidency. Mid-year vacancies in any other office shall be filled by majority vote of the general membership. The general membership shall act as a nominating committee and submit nominations at the next scheduled meeting or at a special meeting if deemed necessary.

D. In case of vacancies following elections for the next year's officers, those vacancies may be filled by the incoming officers.

ARTICLE VI

Duties of Officers

A. President shall;

a. Be the spokesperson for the organization.

b. Preside over Board Members and Board Meetings.

c. Administer the Constitution and Bylaws.

d. Appoint committees to carry out the functions of the organization.

- B. Vice-president shall;
 - a. Preside as president, in his or her absence.
 - b. Serve as ex-officio member of all committees.

- C. Treasurer shall;
 - a. Maintain financial records for the organization.
 - b. Oversee student individual account records.
 - c. Receive and receipt funds and make distributions.
 - d. Present financial reports at Booster meetings.
 - e. Work with the Board members, including the Band Director, to develop the Boosters annual budget which supplements the Band Director's annual operating budget. The Booster's budget will be presented and voted on by the General Membership in the Spring of the prior school year.
 - f. Review the Federal Tax Return for the fiscal year ending June 30 as prepared by the Band Director.
 - g. Present the completed Federal Tax Return to the incoming Treasurer for filing on or before November 15 following the fiscal year end of the term of office.

- D. Secretary shall;
 - a. Take minutes of Board meetings, Booster meetings, and Special meetings.
 - b. Be responsible for Booster correspondence.
 - c. Maintain the business records file and committee binders of the organization.
 - d. Have a current copy of these Bylaws.

- E. Music Director(s) shall;
 - a. Regularly inform the Board of the progress and needs of the Music Program.
 - b. Work with the Board to develop the annual Booster plan including their budget.
 - c. Be the spokesperson for the classroom needs and programs.
 - d. Serve as Resident Agent for the Churchill High School Music Booster Non-Profit Corporation.
 - e. Prepare and submit the Michigan Annual Report to the proper state authority.
 - f. Be responsible for the preparation of the Federal Tax Return for the fiscal year ending June 30th.

ARTICLE VII

Committees

Committees are organized by the Board and will report to the Board, as the Board deems necessary.

- A. Fundraising Committee
 - a. Will organize and oversee volunteers for the annual fundraisers.

- B. Publicity Committee
 - a. Will work with the Band Director(s) to determine events and honors to publicize.

- b. Will request press releases and other modes of publicity to local media, administration, and School Board as appropriate.
- C. Events Committee
- a. Will work with volunteers to organize and oversee the main events of the year that are not fundraisers.

ARTICLE VIII Procedures

- A. Meetings
- a. General Membership meetings will be held at least quarterly during the school year with the September date being determined at the last Board meeting of the prior school year.
 - b. Frequency of Board meetings shall be determined by that year's Board members with their first meeting prior to the September General Membership meeting.
 - c. For Board decisions, a quorum of Board members must be present for a vote to pass. A quorum shall be defined as a majority of Board members.
 - d. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Music Boosters in all cases in which they are applicable.
- B. Voting
- a. Items brought to a vote by the membership must be upheld by a majority vote by the Board.
 - b. For any vote that requires a majority the majority shall be defined as greater than fifty percent of members present.
 - c. Items that are an educational, pedagogical, or curricular decision are considered inappropriate for membership/executive board vote.

ARTICLE IX Amendments

These bylaws may be revised and amended. Notice must be provided to the General Membership 60 days prior to the review and discussion period. A vote by the General Membership should incur before revisions are adopted. A separate policy may be written defining the process for Bylaw Amendments.

ARTICLE X Policies and Procedures

The Boosters may maintain policies and procedures outside of these bylaws as long as they do not conflict with these Bylaws.

ARTICLE XI
Dissolution

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the internal revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization 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 XII
Conflict of Interest

No member of the Board, their family member, or business colleague shall be a paid employee of the Churchill Band Boosters.