

## Cedar Springs Music Boosters Constitution

### Article I. Name of Organization

*The Name of this organization shall be “Cedar Springs Music Boosters”. Hereafter referred to as the Boosters.*

### Article II. Objectives

*Section I. To create and maintain an enthusiastic interest in the music departments of the Cedar Springs Public Schools.*

*Section II. To lend all possible support: moral, physical, and financial to the music programs of the school system.*

*Section III. To cooperate with the Music Department staff, the Administration, and the School Board in providing music programs for the students of the school system.*

### Article III. Membership

*The membership of the Cedar Springs Music Boosters includes all parents of students in the music programs of the Cedar Springs Public Schools and is open to alumni and all interested students, faculty, and community members.*

### Article IV. Officers

*Section I. The elected officers of the organization shall be President, Vice-President, Secretary, and Treasurer. Any officer must have a student in the Cedar Springs music program.*

- A. Officers need to attend all meetings.*
- B. Officers shall perform the duties set forth by the Cedar Springs Music Boosters Constitutions.*
- C. All officers are to deliver all materials at the first official meeting of the new fiscal year, beginning, July 1.*

#### *Section II. Duties of Officers*

*A. President: The President shall preside at all meetings of the organization, and oversee the operation of the organization. The President shall be chair of the Executive Board, and shall hold the tie-breaking vote for the organization. The President may be an advisory member of any committee. The President shall appoint qualified members of the Boosters to committee chairpersons and positions of responsibility.*

*B. Vice President: The Vice President shall assume all duties of the President in his or her absence and assist in the execution of the President's duties and responsibilities.*

**C. Secretary:** *The Secretary shall prepare an agenda and keep records and minutes of all membership and executive board meetings. The meeting agenda is to be emailed to all members, directors and officers one week before the scheduled meeting. Approved minutes of meetings are to be posted within one week of approval. The Secretary shall attend to the correspondence of the organization. The Secretary shall arrange for the care and filing of all records of the organization and the transfer of said records to subsequent officers of the organization. The secretary shall be a member of the Public Relations committee.*

**D. Treasurer:** *The Treasurer shall be the chair of the Finance committee and shall keep accurate and detailed records of all receipts and disbursements, showing each activity separately as well as a complete record of all funds. The treasurer shall pay out said funds at the direction of the organization and executive committee. The treasurer shall make complete and periodic reports at such frequency as set by the organization or finance committee. The treasurer shall oversee the transfer of the financial records and the funds of the organization to a subsequent treasurer, ensuring that signatures through banking institutions are updated within one week of the election.*

#### **Article V. The Executive Board**

**Section I. Membership:** *The Executive Board shall be composed of the officers of the organization and the Chairperson of each of the standing committees. Music teachers of the Cedar Springs Public Schools shall serve as advisory members of the Executive Board. A quorum of five members is required to conduct business.*

#### **Section II. Duties:**

- A.** *The Executive Board shall supervise the activities of the organization, and shall meet as necessary. Meetings shall be called at the discretion of the President or a simple majority of the members of the board.*
- B.** *The Executive Board shall make or approve committee appointments by a simple majority vote.*
- C.** *The Executive Board will be empowered to spend up to \$1000.00 per fiscal year without approval of the whole, but with a majority vote of the Executive Board.*

#### **Article VI. Meetings**

**Section I.** *The regular meeting of this organization shall be held once a month during the school year. The time and place shall be set by the Executive Board or by the majority of members present at a regular meeting. All meetings shall be conducted according to "ROBERT'S RULES OF ORDER."*

**Section II.** *Additional or special meetings may be called by the President, a majority of the Executive Board or ten members of the organization.*

#### **Article VII. Standing Committees**

*Section I. There will be the following standing committees: Operations & Transportation, Student Activities, Public Relations and Finance. The President shall appoint qualified members of the Boosters to committee chairpersons and positions of responsibility to serve a one year term, starting at the June meeting. The Committee Chairs will provide a written summary to the organization at least annually, due at the April meeting to be discussed and reviewed for acceptance at the next scheduled meeting.*

***Section II. Duties and Membership of Standing Committees:***

**A. Operations & Transportation:** *The Operations & Transportation committee is responsible for the care of equipment and trip activities. The Operations & Transportation committee shall consist of the Operations & Transportation Chairperson, the Pit Crew Leader, the Props Manager, and other booster members as needed to fulfill the duties of the committee. The Operations & Transportation Chairperson shall chair this committee.*

**B. Finance:** *The Finance committee is responsible for the budget, yearly audit and coordinates all funds. The Finance Committee shall consist of the Treasurer, Fundraising organizers, the Concessions Coordinator, Scrip Coordinator, and the Band Directors. The Financial Committee shall recommend fiscal policies, oversee the financial operations, supervise fundraising activities, and with the help of the treasurer, prepare an annual budget to be presented for review at the April meeting to be voted on at the next scheduled meeting. The Finance Committee shall arrange for necessary federal and state reporting, and review of the financial records as requested by the organization, but no less often than at the change of treasurer. The Treasurer shall chair this committee.*

**C. Public Relations:** *The Public Relations committee shall be responsible for keeping the Cedar Springs Music programs in the public eye through an internet website, newspaper releases, newsletters, school bulletin boards, posters, radio, and whatever media is available. The committee shall include the Public Relations Chairperson, the secretary, band photographer, webmaster and other Booster members to assist in fulfilling the duties of the committee. The Public Relations Chairperson will chair this committee.*

**D. Student Activities:** *The Student Activities committee shall be responsible for the various activities that directly involve or affect students. The Student Activities committee shall consist of the Student Activities Chairperson, the Uniform Coordinator, Volunteer Coordinator, and other members of the Boosters to fulfill the duties of the committee. The Student Activities Chairperson shall chair the committee.*

**Article VIII. The Duties of the Chairpersons of Standing Committees**

*Section I. All Chairpersons of standing committees are appointed by and approved by the Executive Board.*

**A. The Chairperson of Operations & Transportation:** *The Chairperson of Operations & Transportation shall be responsible for:*

- a. *Recruitment and scheduling of qualified drivers for the pit carts and the equipment trailers.*
  - b. *Coordinating repair and maintenance activities on equipment.*
  - c. *Recruitment, appointment and overseeing the activities of a Pit Crew Leader and a Props Manager.*
  - d. *Making all necessary arrangements for equipment, instruments and prop movement for performances, practices and events.*
  - e. *Working with the Band Trip Coordinator to ensure transportation needs are met for students, chaperones and equipment.*
- B. The Chairperson of Finance:** *The Chairperson of Finance is the Treasurer. The Chairperson of Finance shall be responsible for:*
- a. *Planning and coordinating fund raising activities to implement requirements of the budget*
  - b. *Coordinating subcommittees for all standing and new fundraising events*
  - c. *Assessing the opportunities for new fund raising programs*
  - d. *Recruiting, appointing and overseeing a Scrip Coordinator, a Concessions Coordinator and a Fundraising Coordinator.*
- C. The Chairperson of Public Relations:** *The Chairperson of Public Relations shall be responsible for:*
- a. *Development, production and distribution of newsletters, press releases, and articles for the purposes of promoting band performances and events, booster meetings and other activities of public interest.*
  - b. *Recruiting, appointing and overseeing a Website Coordinator and Band Photographer*
  - c. *Promoting Music in Our Schools month*
  - d. *Reserving, developing and staffing the community night booth*
- D. The Chairperson of Student Activities:** *The Chairperson of Student Activities shall be responsible for:*
- a. *Recruiting, appointing and overseeing a Uniform Coordinator, Volunteer Coordinator, and a Rookie Liaison*
  - b. *Developing and implementing the High School Band Awards Night*
  - c. *Developing, producing and hanging of locker decorations for all HS band students before major events*
  - d. *Arranging for chaperones for the various events and performances*

#### **Article IX. Standing Projects**

*The Standing Projects shall be all Booster concession stands, the Red Flannel Band Competition, and the Scholarship Fund. There may also be a uniform project, whose net proceeds shall be deposited in the uniform fund each year. A matching donation will be requested from the School Board.*

#### **Article X. Student Representation**

*At least one band member and one choir member from the middle school and high school levels may be chosen to represent music program students at all regular membership meetings. This is an advisory position only.*

#### **Article XI. Elections**

**Section I.** *Officers shall be elected annually at the next scheduled meeting*

*following the April meeting by majority vote for a one-year term. Officers may serve no more than five consecutive years in one office if unopposed, nor more than five consecutive years in any office. After a one-year leave from office they may again serve up to the limits included in this paragraph.*

**Section II.** *A nominating committee shall be selected by the Executive Board by the March meeting, and shall present their report at the April regular meeting. Nominations may be made from the floor after the report of the Nominations Committee in April or during the elections at the next regularly scheduled meeting.*

- A. Nominating committee shall consist of at least three regularly attending members of the Boosters organization*
- B. Consent of each candidate must be obtained by members of the nominating committee before their name is put on the ballot*
- C. Voting for officers shall be by ballot*

**Section III. Vacancies.** *In the event of the resignation or vacancy by the President, the Vice President shall succeed as President. In the event of a resignation or vacancy of other officers the vacancy shall be filled by a majority vote of the Executive Board. The President reserves the right to temporarily replace the vacant seat to be ratified at the next regularly scheduled meeting.*

**Section IV. Removal.** *An officer or standing committee chair may be suspended or removed from office only for due cause by a majority of the members in attendance at a regular or special meeting. Such proposed removal must be announced at a previous regular meeting or in writing to all active members a minimum of two weeks before the proposed vote of removal. Said person shall be notified by certified mail within five days of board action. Any officer or standing committee chair may be removed from office for criminal misconduct, excessive absenteeism (to be determined by the executive board) or not fulfilling the duties of the position.*

## **Article XII. Fiscal Policies**

**Section I. Fiscal year:** *The fiscal year of the organization shall be from July 1 to June 30.*

**Section II. Depositories:** *An annual review of depository agencies shall be conducted in April by the Financial Committee, and their recommendations shall be presented for action at the next scheduled meeting.*

**Section III. Policies:** *The fiscal policies of the organization shall be conducted according to generally accepted accounting and fiscal policies. Such policies shall be submitted by the Finance Committee for action and be approved by the Executive Board or a majority of members in attendance at membership meetings. Two people from an approved list of persons are required to count money after each concession event and Red Flannel Day. This list will be decided by the Finance committee and approved by the Executive Board.*

## **Article XIII. Liability Indemnification**

*Members of the Cedar Springs Music Boosters are covered as volunteers by the Cedar Springs Public Schools. The rules for volunteers should be*

*followed at all times. Those responsible for Music Booster financial accounts shall be bonded.*

#### **Article XIV. Dissolution**

*In the event of dissolution, all remaining assets and property of the “Cedar Springs Music Boosters” shall, after necessary expenses thereof, be distributed to a non-profit musical organization. Qualifying organizations may be nominated by any member with final approval by the Executive Board.*

#### **Article XV. Approval and Amendment**

***Section I. Approval:*** *The constitution and by-laws must be approved by a two-thirds majority of the members present at any regular meeting, providing said proposed constitution and by-laws were made available in written form to the general membership at least thirty days prior to the scheduled date for adoption.*

***Section II. Amendment:*** *The constitution and by-laws may be amended by a majority vote of the organization. Such amendments shall be presented and approved at two out of three consecutive regular meetings. In the event that an amendment is approved at the first two meetings, it shall not be necessary to vote at the third meeting. Proposed amendments to the constitution and by-laws shall be made available in writing to the general membership at any regular meeting, or by email and website to all members, and may be approved at subsequent regular meetings by a simple majority of those members in attendance.*