

# **DOW HIGH MUSIC BOOSTER CLUB**

## **BYLAWS**

### **Article I: Name**

The name of this organization shall be Dow High School Music Booster Club

### **Article II: Mission**

Dow High School Music Booster Club supports the quality of music education at Dow High School by providing both human and financial resources beyond those supported by Midland Public Schools. The membership will volunteer time and talent to help host music events and raise necessary funds to acquire music equipment and supplies, and provide scholarship funding for students to participate in musical development.

### **Article III: Membership**

#### **Section 1 Qualifications of Membership**

Membership consists of parents and/or guardians of students currently enrolled in the Dow High School Music Program, along with student alumni, music faculty of Dow High School, and community members who support the mission of Dow High School Music Booster Club.

#### **Section 2 Dues**

No dues are required from the Booster Club Members. Donations of both time and/or monetary value will be encouraged through the activities of the Booster Club.

#### **Section 3 Conduct**

No member shall at any time act in the name of Dow High School Music Booster Club unless given specific authorization by the President and the majority of the Executive Board of Directors. Any member acting in direct contradiction of the goals and objectives of the organization shall be subject to action up to and including dismissal from active membership and removal of voting rights by a majority vote of at least two thirds of the members of the Executive Board of Directors.

## **Article IV Executive Officers and Duties**

### **Section 1: Positions and Responsibilities**

The Executive Board shall consist of a President, First Vice President, Second Vice President, Treasurer and Secretary, and up to six Representatives (two each representing Band, Choir, and Orchestra respectively). Each of the Executive Board members must have a student enrolled in one or more of the HH Dow High School's Music Programs; choir, orchestra or band. The Directors of the Music Departments are non-voting members of the Executive Board and serve in advisory roles. The Executive Board shall work in conjunction with the Membership, Music Directors, and Faculty.

#### **President**

The President shall set the meeting schedule, preside over all meetings of the organization, provide an agenda one week prior to the meeting of the executive board, be an advocate for student music programs, provide guidance to committee chairs, correspond with directors, form committees and delegate as needed.

**First Vice President**

The First Vice-President shall assume all presidential duties in the absence of the president, work closely with the president to advocate, and ideally serve as a committee chair.

**Second Vice President**

The Second Vice President shall serve as a committee chair, assure standing committees have leaders and proper staffing to perform appropriate activities, and report necessary gaps to the Executive Board.

**Treasurer**

The Treasurer shall receive and deposit all monies; shall be the Custodian of these monies and shall disburse the same according to the approved budget or upon the order of the Executive Board of Directors.

The Treasurer shall present written financial reports at the Executive Board of Directors Meetings and the General Membership Meetings. One authorized signatory shall be the Treasurer; additionally at least one other Booster officer, other than the President and 1<sup>st</sup> Vice President, must have signatory authorization on the Booster financial accounts.

**Secretary**

The Secretary shall keep minutes of all meetings of the organization and of the Executive Board of Directors and perform such other duties as may be required.

**Music Program Representatives**

The Music Program Representatives (Representatives) are voting members of the Executive Board that provide input and bring issues regarding each of the three respective music programs: Band, Choir and Orchestra. Representatives must be non-staff members, and have an active student in the music program they represent.

**Section 2 Term Length**

The Executive Officers shall hold office for the period of 1 year from the date of their election at the general membership meeting. No member can hold the same office for more than 4 consecutive terms with the exception of treasurer.

**Section 3 Removal and Vacancies:**

Any officer or member may be removed from office for failure to perform assigned duties or comply with the Dow High School Music Booster Club bylaws or for conduct unbecoming of a Dow High School Booster Club member or community member. This action must be recommended by at least 3 members of the Executive Board. Private notification will first be given to that person and then it must be voted on and approved by a majority of the Executive Board.

## **Article V: Meetings**

### **Section 1: Meetings**

#### **a. Executive Board Meetings**

- 1) The Executive Board shall meet as needed during the school year. All meetings shall be governed by Roberts Rules of Order. Notice of Executive Board meetings shall be communicated to all Booster Club Members at least 48hrs prior to the meeting with location, date and time of meeting.
- 2) Voting members of the Executive Board shall be comprised of the five Executive Board Officers and six Representatives.
- 3) The Executive Board may call either an open or closed meeting at their discretion, with open meetings being the norm. In the case of open meetings, all Booster Club Members may attend and provide input consistent with Roberts Rules of Order. However, voting on all matters in Executive Board Meetings will be by the Executive Board Members.

#### **b. General Booster Club Meetings**

- 1) The Executive Board shall call at least one General Booster Club Meeting within each fiscal year. The purpose of this meeting will be to elect officers (typically in the spring), communicate information, and perform other general business not covered by Executive Board meetings.
- 2) Booster Club Members with students actively enrolled in one or more of the HH Dow High Music programs- band, choir, or orchestra- who are present at the meeting are considered voting members for the election of the Executive Board, with the exception of the music faculty of Dow High School.
- 3) General Booster Club Meetings shall be directed by the President or his/her designee, and shall be governed by Robert's Rules of Order.

#### **c. Meeting Minutes**

- 1) The Secretary or his/her designee shall keep formal written minutes of all matters discussed and acted upon in both Executive Board Meetings and General Booster Club Meetings. Meeting Minutes shall be made available to all Booster Club Members, however certain matters may be kept private at the discretion of the Executive Board.

### **Section 2: Quorum**

- a. Booster Club Members with students enrolled in one or more of the H.H. Dow High School Music programs- band, choir, or orchestra- are considered eligible to vote.
- b. The assembled number of voting members at any Dow High School Booster Club meeting shall constitute a quorum.
- c. A simple majority of voting members present shall be sufficient to carry a motion.
- d. In the event of a tie, the President of the Dow High Music Booster Club has the deciding vote.
- e. Voting members shall have one vote on any matter under consideration at a meeting.

### **Special Board Meetings:**

Special Board meetings may be called by the President or a simple majority of the Executive Board. Every reasonable effort shall be made to notify all members of the Board of the time and place of such special meeting as far in advance as possible but not less than 48 hrs.

## **Article VI Elections**

### **Section 1**

A nominating committee may be appointed by the President prior to the election meeting. Nominations may be made from the floor after the report of the nominating committee.

### **Section 2**

Executive Board Officers and Representatives are to be elected at an annual General Booster Club Meeting, typically in the spring.

### **Section 3**

A majority vote of the eligible voting members present shall constitute an election in any meeting.

## **Article VII Standing Committees**

### **Fruit Sale:**

Conduct annual Fruit Sale

### **Jazz & More:**

Provide leadership and support to execute the Jazz & More community event.

### **Marching Band Showcase:**

Work with Midland High School to share organization and support of the event.

### **RenFair:**

Provide leadership and support to coordinate the student talent show event.

### **Spiritwear:**

Provide leadership and support needed to order spirit items in support of music departments

### **Uniforms:**

Committee is to work with all music departments to distribute, maintain, and inventory all uniforms issued to music students

### **Communications:**

Solicitations of volunteers, distribute and compile potential newsletters, perform public relations, issue announcements, maintain active communication lists with members, and manage various social media accounts.

## **Article VIII Special Committees**

The President may establish such other committees as the President deems necessary with the approval of the Executive Board.

## **Article IX Accounting and Budget**

The organization will conduct accounting and budgeting according to the Board approved Dow High Music Booster Club Financial Policies and Procedures document.

## **Article X Dissolution**

In the event of dissolution, all assets remaining after the payment of claims against Dow High School Music Booster Club shall be given to Midland Public Schools to be used for music purposes only with request monies to be used to support HH Dow High School Music Programs.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes with 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 by the court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **Article XI Amendments**

These bylaws, or changes thereof, are subject to the approval during an Executive Board Meeting. Proposed changes shall be communicated to the Booster Club Membership no less than 48 hours prior to the General Membership Meeting where the vote is to take place.