

NORTH MUSKEGON MUSIC BOOSTERS BY-LAWS

Article 1. Name

The Name of this organization shall be the North Muskegon Music Boosters

Article 2. Purpose

The objects of the organization shall be:

Section I To support students' interest and skill development in vocal and/or instrumental music through the Music Department(s) of the North Muskegon Schools.

Section II To lend support as necessary, the Music Department(s) programs in the schools

Section III To provide as appropriate, funds and in-kind support for the Music Department(s) infrastructure and needed equipment. To build and maintain an organization which will help promote the general activities of the Music Department(s).

Article 3. Membership

The membership of this organization shall not be limited. Anyone interested in the progress and development of the Music Department(s) of the North Muskegon Schools is eligible for membership. All parents of students in the music programs are automatically members.

Section I Each member must attend the previous meeting in order to be eligible to vote on any matter. Eligibility to vote will be determined by the previous meeting sign-in sheet

Article 4. Officers

Section I The officers of this organization shall be President, Vice President, Secretary and Treasurer

Section II The term of office shall be one year

Section III In the event of vacancy in the office of President, the Vice President shall succeed to the vacant office for the unexpired term. IN the event of vacancy in another office, the Executive Board may fill the vacancy at a meeting of the Executive Board.

Article 5. Duties of Officers

Section I The President shall preside at all meetings of the organization appoint all committee chairmen, call Executive Board meetings when necessary and shall be an ex-officio member of all committees. The President shall make an annual report of the year's activities.

Section II The Vice President shall assume all the duties of the President in his/her absence. The Vice President shall assume such duties as delegated by the President.

Section III The secretary shall keep the records and minutes of all minutes and attend to the correspondence, monthly meeting notification and other communications.

Section IV The Treasurer shall have custody of the organization's funds and shall keep accurate record of the organization's financial affairs. He/She shall submit a financial statement at each general meeting and annual statement at the April meeting.

Article 6. Executive Board

Section I The Executive Board shall be composed of the officers of the organization. The Directors of the Music Department(s) of the North Muskegon Schools will be ex-officio members of the Executive Board.

Section II The Executive Board shall have general supervision of the affairs of the organization.

Article 7. Meetings

Section I Executive Board meetings will be held as scheduled by the President and agreed by the members.

Section II General Membership meetings will be held at least 7 times in the school year. The calendar shall be established and published by the first meeting of the school year. These may be canceled at the discretion of the Executive Board.

Section III The Annual meeting will be the last meeting of the school year. Installation of officers will take place at the end of the meeting.

Section IV Special meetings may be called by the President when deemed necessary.

Section V Order exercises for regular meetings will generally be

- A. Call to Order
- B. Reading of the minutes of the previous meeting
- C. Report of the treasurer
- D. Committee Reports
- E. Reading of Board recommendations
- F. Unfinished business
- G. New Business
- H. Elections when needed
- I. Adjournment

Article 8. Standing Committees

Section I Publicity

- A. News articles when necessary.
- B. Congratulatory posters at school for festivals

C. Publicity and programs for concerts and performances via instructions from Music Department(s) directors.

Section II Concession Stand

A Supervision of the concession stand and direction and coordination of all jobs in connection therewith.

Section III Uniform/Costume

Uniforms shall generally be under the authority of the Music Department (s). If they request the NMMB to assist, then the committee:

A Shall be in charge of the care, maintenance, and distribution of all uniforms.

B Shall maintain a current list of all costumes and be in charge of the care, maintenance and distribution of all costumes.

Article 9. Finances

Section I The fiscal Year shall be January 1 – December 31

Section II The annual financial report shall be presented at the last meeting of the school year

Section III All expenditures greater than \$100 must be presented and discussed at one meeting and voted upon at the following meeting

Section IV No expenditure requested by the School Board may be executed without a majority vote by the Executive Board

Section V All capital outlay greater than \$100 requested by the Music Department(s) must be submitted in writing (preferably with bid, estimate or invoice) and prioritized by program benefit, cost, longevity criteria

Section VI NMMB shall establish a budget minimum (from average low balance over five years) to assure minimum operating funds year-to-year. From this budget floor, the NMMB will make two (January and May) spending cycles for capital expenditures. NMMB Executive Board will establish Department budgets at the beginning of each school year. These funds are to be used by at the discretion of the Department heads for music, supplies and Department expenses.

Section VII Student/Scrip Accounts are under the purview of the Treasurer, using established procedures and published information. These general rules apply:

1. NMPS Families: Current NM student accounts
2. NMPS Staff: No student attending. May have accounts for fund disbursement to them
3. NMMB "Friends": (General public, no students attending NMPS)

- a. May designate funds to a current student or a specific fund (eg Grad Night, 6th grade camp, Music Trip, etc) but not to an account in their name
- b. Limit of \$100/month for first three months of activity, unless they purchase scrip with cash.

Article 10. Dues

Section I There shall be no dues

Article 11. Quorum

Section I A quorum of the general meeting shall consist of five members of the organization, and three officers of the NMMB

Section II A quorum of the Executive Board meeting shall consist of a majority of the voting members

Article 12. Elections

Section I A nominating committee shall be appointed by the President prior to the April meeting. Following the nominating committee report at the meeting, nominations may be made from the floor with the consent of the President.

Section II Officers are to be elected and installed at the last meeting of the year

Section III A plurality vote of the members present shall constitute an election.

Section IV If there is more than candidate, voting shall be by secret ballot.

Article 13. Authority

Section I No person, individual, officers or group of persons shall incur any liability in excess of \$100.00 unless approved by the executive board.

Section II The rules contained in Robert's Rules of Order Revised shall govern this club in all cases which they do not conflict with the rules of this organization.

Article 14. Amendments

Section I The By-laws may be amended by a majority vote of the members present at any regular meeting. The amendments must have been presented at the preceding meeting regular meeting of the organization.

Section II The By-laws shall be distributed at the first Executive Board meeting following the April meeting.