

Articles of Association Okemos Band Boosters

Article I

NAME

This unincorporated voluntary association is named the Okemos Band Boosters.

Article II

PURPOSE

The purpose of Okemos Band Boosters is to:

- A. Establish a sense of community among the Okemos High School band director (Director), band students (Students) and band students' parents (Parents).
- B. Increase communication and share concerns among the Director, Students and Parents.
- C. Support the basic philosophy of the Okemos High School band program.
- D. Share ideas and give advice to help form a common direction for the band program.
- E. Help coordinate and facilitate programs or activities to benefit the band program.
- F. Assist with band fundraising activities.
- G. Assist the Director with planning and execution of various activities.
- H. Review matters of interest or concern to the Director, Students or Parents and, when appropriate, make recommendations to the Director regarding issues related to the band program.

Article III

MEMBERSHIP

- A. Membership in the Okemos Band Boosters shall automatically include the Director and Parents.
- B. All members of the Okemos Band Boosters are eligible to vote.

Article IV

OFFICERS, ELECTIONS AND EXECUTIVE BOARD

- A. The Officers of the Okemos Band Boosters shall consist of a President, Vice-President, Secretary, Treasurer and Co-Treasurer.
- B. Officers shall be elected at the regular meeting held in May of each school year.
- C. Officers serve a term of one year from June 1 through the following May.
- D. The Executive Board shall consist of all Officers and the Director.

Article V

DUTIES OF OFFICERS

- A. The President shall:
 1. Prepare the agenda for all meetings and coordinate distribution.
 2. Preside at all meetings.
 3. Appoint committee chairpersons as needed and inform them of their responsibilities.

4. Communicate with the Director to determine needs of the band.
 5. Call special meetings as needed.
 6. Request volunteers willing to serve as officers in March, to be presented in April for election at the May meeting.
- B. The Vice-President shall:
1. Assist the President.
 2. Preside over meetings when the President is absent.
 3. Provide oversight of Okemos Band Boosters funds, coordinated with the Treasurer and Co-Treasurer.
- C. The Secretary shall:
1. Record minutes of all meetings and arrange for their distribution.
 2. Prepare any necessary correspondence on behalf of the Okemos Band Boosters.
 3. Maintain up to date copies of these articles and other records of the Okemos Band Boosters.
- D. The Treasurer and Co-Treasurer shall:
1. Be responsible for receiving, depositing and dispersing funds.
 2. Maintain account(s) in a financial institution.
 3. Maintain financial records including cash on hand, monies collected and monies owed.
 4. Prepare an annual estimated budget for September through August to present for approval by the Okemos Band Boosters.
 5. Prepare and present reports at monthly meetings.
 6. Prepare an annual financial statement for September through August.
 7. Coordinate an annual year-end audit. The audit committee will consist of the Treasurer, Co-Treasurer and Vice-President.

Article VI

MEETINGS

- A. Regular monthly meetings of the Okemos Band Boosters shall be held from September through May. A regular monthly meeting may be cancelled by the Executive Committee, with notice to the Okemos Band Boosters.
- B. Meetings shall be held at the time and place determined by the Executive Committee subject to approval of the Okemos Band Boosters.
- C. Special meetings may be called by the President, as necessary.

Article VII

AMENDMENTS AND VOTING

- A. These Articles of Association may be amended by a 2/3 vote of the members voting at any meeting of the Okemos Band Boosters organization provided that the proposed amendment has been distributed to each voting member at least one week prior to the date of the meeting.

- B. Except as otherwise provided in these articles, any matter submitted to the Okemos Band Boosters for vote shall be adopted by a simple majority affirmative vote of the members in attendance at the meeting.
- C. *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered by these Articles of Association or by any special rules of procedure adopted by the Okemos Band Boosters.

Written: January, 2005

Adopted: **March 10, 2005**