

BY-LAWS
OKEMOS HIGH SCHOOL BAND BOOSTERS

Article I – Name

The name of the corporation is the Okemos High School Band Boosters, Inc.

Article II – Purpose

The purpose of the Okemos High School Band Boosters (hereinafter “Band Boosters”) shall be:

- A. To provide support and assistance to the band program at Okemos High School.
- B. To provide financial support for the needs and enrichment of the band education program at Okemos High School.
- C. To promote a sense of community among the Okemos High School band director, band students and parents.
- D. To support the basic philosophy of the Okemos High School band program.

Article III – Membership

Section 1. The membership of the Band Boosters shall include the band director(s), parents and legal guardians of students participating in the band program and others interested in assisting in the band program.

Section 2. All members of the Band Boosters are eligible to vote.

Section 3. There are no membership dues.

Article IV – Directors and Officers

Section 1. The Directors of the Band Boosters shall be the Director of Bands at Okemos High School (Director) and the duly elected officers of the Band Boosters. All directors of the Band Boosters shall serve without compensation. All Directors shall be members of the Executive Board.

Section 2. The officers of the Band Boosters shall consist of a duly elected President, Vice-President, Secretary, Treasurer and Assistant Treasurer.

Section 3. The officers shall be elected at the regularly scheduled May meeting by a majority of the votes cast at said meeting.

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Section 4. The officers shall serve a term of one year from July 1 through the following June 30.

Section 5. If an officer should move out the District or otherwise resign, selection of a replacement shall be made by the Executive Board with confirmation by the Band Boosters membership at the next regular meeting.

Section 6. The Vice-President shall serve as the President in the term succeeding the term served as Vice-President.

Section 7. The Assistant Treasurer shall serve as the Treasurer in the term succeeding the term served as Assistant Treasurer.

Article V – Duties of Officers

Section 1. The President shall:

- A. Prepare the agenda for all meetings and coordinate distribution.
- B. Preside at all Board and general membership meetings.
- C. Appoint committee chairpersons as needed and inform them of their responsibilities.
- D. Communicate with the Director to determine needs of the band.
- E. Call special meetings as needed.
- F. Request volunteers willing to serve as officers in March, to be presented in April for election at the May meeting.
- G. Sign official documents.
- H. Co-sign checks for authorized disbursements of Band Booster funds.
- I. Perform such other duties as ordinarily pertain to the office of President.

Section 2. The Vice-President shall:

- A. Assist the President in the administration of Band Boosters.
- B. Preside over meetings when the President is absent.
- C. Provide oversight of the Band Booster funds, conducting an audit following the close of the fiscal year.
- D. Perform such duties as ordinarily pertain to the office of Vice-President.

Section 3. The Secretary shall:

- A. Record minutes of all meetings and arrange for their distributions.
- B. Prepare any necessary correspondence on behalf of the Band Boosters.
- C. Maintain up to date copies of these articles and other records of the Band Boosters.
- D. Perform such other duties as ordinarily pertain to the office of Secretary.

Section 4. The Treasurer and Assistant Treasurer shall:

- A. Be responsible for receiving, depositing and dispersing funds.

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- B. Maintain account(s) in a local financial institution with all checks to be drawn in the name of Okemos Band Boosters, Inc, and to be signed by two (2) of the three (3) members of the Executive Board authorized to sign.
- C. Keep an accurate and current account of all monies secured by Band Boosters and disbursement of same for all accounts due when property authorized.
- D. Ensure that all disbursements are supported by documentation of the amount due.
- E. Prepare an annual estimated budget for July through June to present for approval by the Okemos Band Boosters.
- F. Prepare and present reports at monthly meetings.
- G. Co-sign checks for authorized disbursements of Band Booster funds.
- H. Prepare an annual financial statement for July through June.
- I. Coordinate an annual year-end audit. The audit committee will consist of the Secretary and Vice-President.
- J. File all required Local, State, and Federal forms.
- K. Perform such other duties as ordinarily pertain to the offices of Treasurer and Assistant Treasurer.

Article VI – Meetings

Section 1. Regular monthly meetings of the Band Boosters shall be held from September through May. A regular monthly meeting may be canceled by the Executive Board, with notice to the Band Boosters.

Section 2. Meetings shall be held at the time and place determined by the Executive Board subject to approval of the Band Boosters.

Section 3. Special meetings may be called by the President, as necessary.

Article VII – Amendments and Voting

Section 1. These By-Laws may be amended by a 2/3 vote of the members voting at any meeting of the Band Boosters organization provided that the proposed amendment has been made available to each voting member at least one week prior to the date of the meeting.

Section 2. Except as otherwise provided in these articles, any matter submitted to the Band Boosters for vote shall be adopted by a simple majority affirmative vote of the members in attendance at the meeting.

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Article VIII – Committees

Section 1. The President, with the approval of the Executive Committee shall appoint standing and/or special committees as the Executive Board shall deem necessary to carry on the work of the Band Boosters.

Section 2. The Executive Board shall determine the duties of each standing or special committee.

Section 3. The following Chairpersons will serve at the direction of the Executive Board:

- A. Volunteer Coordinator: shall ensure that all Band events have enough volunteers.
- B. Car Wash Chair: shall coordinate all pre-car wash preparation, coordinate volunteers, notify Meridian Police department, solicit sponsors, arrange for all needed supplies, set-up, trouble shoot during the car wash, clean up.
- C. Car Wash Food Chair: shall contact businesses for food donations, organize food and volunteers, prepare thank you notes.
- D. Uniform Chair: shall take care of all aspects of maintaining uniforms used for Marching Band and concert seasons, coordinate volunteers for uniform fittings, assignment, distribution and collection, arrange dry cleaning and mending as needed.
- E. Publicity Chair: shall contact local media with releases of band events, accomplishments, and arrange media coverage for band events, develop flyers for band events, programs, brochures in conjunction with the needs of the Director and other Chairs.
- F. Fall Recognition Banquet Chair: shall organize the potluck dinner, update flyer sent to students and parents, organize volunteers, set-up and clean up of Commons.
- G. Trip Committee Chair: shall chair the committee that plans the yearly band trip.
- H. KeyCard Fundraiser Chair: shall provide suggested vendors to supplier, arrange for the purchase of cards, process order from students and area residents, arrange for volunteers to sell at parent/teacher conferences and the Music Patrons Spaghetti Dinner.
- I. Webmaster: shall develop and maintain the OHS Band Boosters web site to include pertinent band information, Booster information, pictures from Band events.

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- J. Ice Cream Social Chair: shall order food and supplies, coordinate volunteers, set-up, serve and clean-up.
- K. Pre-Season Drill Snack Chair: shall purchase snacks and water and deliver to practices during pre-season drills.
- L. Tailgate Party Chair: shall purchase food, contact custodians for facilities needed, coordinate volunteers, set-up, serve, clean up.
- M. Homecoming Meal Chair: shall arrange for food delivery, takes orders, collect money from students, distribute meals.
- N. Spring L.E.A.P. 8th Grade Parent Night Chair: shall organize student and parent speakers and present the Power Point program explaining the Band program to current 8th grade parents.
- O. Winter Concert Reception Chair: shall organize food donations from Junior and Senior families, purchase beverages, organize table presentations and volunteers, serve and clean up.
- P. Spring Concert Reception Chair: shall organize food donations from Freshman and Sophomore families, purchase beverages, organize table presentations and volunteers, serve and clean up.
- Q. Tri-District Concert Reception Chair: shall organize food and volunteers, set-up, serve and clean up.
- R. State Solo and Ensemble Concessions Chair: shall organize food and volunteers, set-up, serve and clean up.
- S. Shirt and Decal Sales: shall process order for shirts, sweatshirts, band decals.

Article IX – Miscellaneous

Section 1. The fiscal year of the Band Boosters shall be July 1 through June 30 of the following year.

Section 2. *Robert's Rules of Order* shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws or by any special rules of procedure adopted by the Band Boosters.

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Article X – Property

All equipment and articles purchased by the Band Boosters become the property of the Okemos Public School District, and not of any Director, Officer, member, student, or group.

Article XI – Dissolution

In the event of dissolution, all assets, real and personal, shall be distributed to the Okemos Public Schools.