

**STEVENSON BAND BOOSTER CLUB  
CONSTITUTION**

Revised and Adopted November 2006

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**1) NAME**

The name of the organization shall be the Stevenson Band Booster Club.

**2) PURPOSE**

The purpose of the organization is to enhance and promote the instrumental music programs at Stevenson High School. The organization shall not operate for profit and remain non-profit forever, but exclusively for educational and musical enjoyment purposes.

**3) MEMBERSHIP**

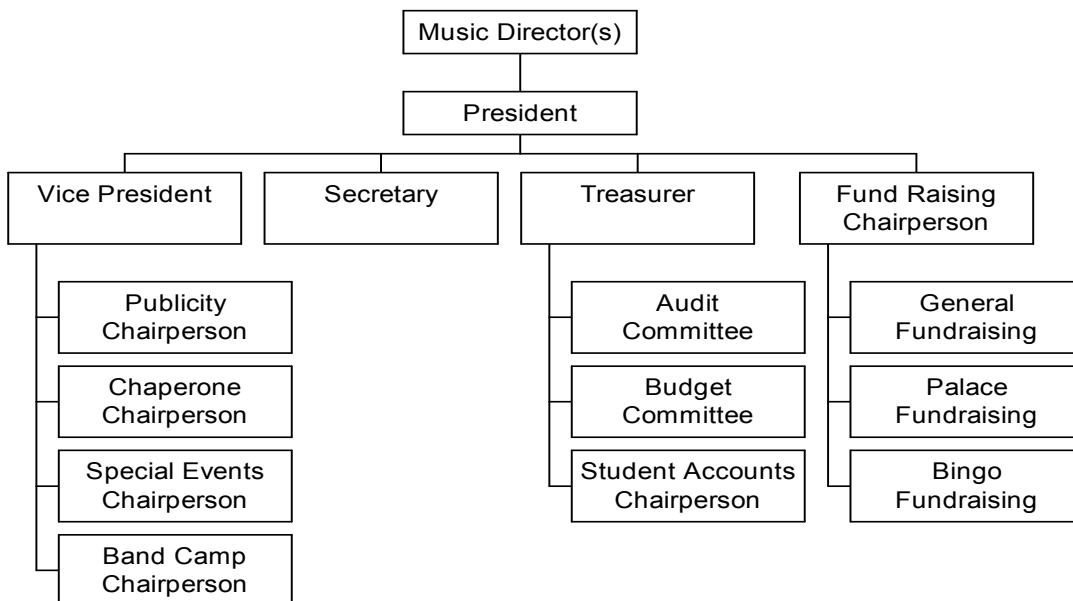
Membership of the organization shall not be limited. Parents of pupils in the instrumental music program are to be considered members, along with those other individuals interested in the progress and development of the instrumental music programs at Stevenson High School.

**1) GOVERNING BODY**

The affairs of the organization shall be managed and directed by the executive board. Officers shall be elected for a term of one year. Elected offices have a two consecutive year maximum limit and must have a child in the Instrumental Music program during the term of office. The executive board shall consist of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Fund Raising Chairperson
- f) Director of Instrumental Music Program (Ex-officio)

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**1) EXECUTIVE BOARD**

- a) The Executive Board shall be composed of the officers of the organization. The Director of Instrumental Music Program shall serve as an Ex-Officio member.
- b) The Executive Board shall have general supervision of the affairs of the organization.
- c) The Executive Board shall meet at the discretion of the President.
- d) In the event a vacancy occurs on the Executive Board within the year, the Executive Board will appoint a member to serve in that capacity to fill the un-expired term.
- e) A majority of the members of the Executive Board shall constitute a quorum.
- f) All people who have access to the funds of the organization shall be bonded.

**2) ELECTIONS**

- a) A nominations and elections committee shall make nominations for officers each year. The president shall be chairperson of this committee and shall select the committee members.
- b) Nominations and elections committee shall report the names of the nominees to the executive board 30 days before the designated election date. One or more nominations shall be made for each executive board position.
- c) Executive Board members must have a child enrolled in the Instrumental Music program for the term of office. If the child leaves the program, the officer may complete the term of office.
- d) The date of the election shall coincide with the date of a general membership meeting, usually in May. New officers shall assume duties on the first day of the fiscal year.
- e) The election of officers shall be made by a plurality vote of those present at the general membership meeting.
- f) A majority vote of the members present shall constitute an election.

**3) RESPONSIBILITIES OF THE OFFICERS**

- a) President: The president shall be the principal executive of the organization and shall, in general, supervise the affairs of the organization. He/she shall preside at all board and general membership meetings. The president shall appoint all committees and be an ex-officio member of all committees. He/she may sign with the secretary or any other officer of the organization, when authorized by the executive board, contracts or other instruments. He/she shall insure that the organization complies with all state and federal regulations pertaining to the operation of the organization.
- b) Vice President: The vice president shall assist the president in all duties. The vice-president shall assume all the duties of the president in his/her absence. The vice-president will coordinate the chairpersons for Special Events, Publicity, Band Camp and Chaperones.
- c) Secretary: The secretary shall maintain and be responsible for chapter records, which should include minutes, corporation papers, by-laws, and pertinent correspondence. He/she shall also perform other duties as assigned by the executive board or the president.

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- d) Treasurer: The treasurer shall be responsible for all funds of the organization and shall receive the organization's income and maintain its bank accounts, pay organization bills after approval by the executive board, and make regular reports to the executive board, and complete and maintain a record of all transactions. The Treasurer shall be responsible for auditing the financial records of the organization and for preparing and maintaining the budget for the organization. The Treasurer will coordinate the Audit, Budget and Student Assistance Committees. He/she shall also perform other duties as assigned by the executive board or the president.
- The treasurer shall receive all funds due the organization, and deposit same in a local bank as directed by the Executive Board of the organization in the name of the "Stevenson High School Band Booster's Club."
    - All checks received shall be immediately restrictively endorsed to the booster group. A restrictive endorsement does not allow further transfer of a check. It will read "For Deposit Only", the bank name and account number.
    - A prenumbered cash receipt book shall be used for all cash receipts with the payer receiving a copy of the receipt.
    - Deposit slips shall be reconciled to cash receipts on a monthly basis.
  - The checking account shall include not more than twenty percent of the Organization income, and to be used as necessary for promotional and operational expenses for Organization projects, or for other expenditures as approved by a majority vote of the Executive board.
    - The Treasurer shall pay all expenses using a check that is to be signed by a combination of two signatures - President/Treasurer, President/Secretary, and in the absence of the President, then the Secretary/Treasurer.
    - Checks shall be written in numerical order (voids shall be kept to account for sequence of checks).
    - Checks may not be written payable to "cash"
    - It is not permissible to sign a blank check.
  - The savings account shall include not less than eighty percent of the Organization income. This fund is to be set aside and used only for lodging, food, trip insurance, and other sundry expenses of a planned band activity. The savings account shall maintain a minimum amount of \$5.00 to keep the account open.
  - Bank accounts shall be reconciled at the end of each statement period. At the end of each semester, a member of the audit committee will participate in the reconciliation. All discrepancies shall be immediately investigated and records shall be adjusted accordingly.
- e) Fundraising Chairperson: The Fundraising Chairperson shall be responsible to coordinate the activities of the various fundraising committees.

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**4) COMMITTEES**

Each committee will have a chairperson and if necessary one or more members. The President will appoint all committee chairpersons and members.

- a) Audit Committee: At the mid-point and the end of each school semester, a member of the audit committee shall participate in the reconciliation of the financial accounts. At the end of the fiscal year, the audit committee comprised of the president and the treasurer, the Financial Chairperson and the audit committee will conduct a review of the organization's financial records. The audit may include choosing a sample of cash receipt/disbursement transactions and verifying the written procedures are being followed. The transactions tested should be documented with a report to the executive board of any procedures not being followed or any other recommendations. The Treasurer will be an ex officio member of the committee.
- b) Budget Committee: The Budget Committee will establish a budget for all functions and compared to actual revenues and expenditures to better monitor funds. The Treasurer will be an ex officio member of the committee.
- c) Special Events Committee: The Special Events committee shall plan and coordinate all of the organization's special activities. This committee shall also perform other duties as assigned by the executive board or the president.
- d) Palace/DTE Fund Raising Committee: The Fund Raising Committee shall plan and direct all fund raising activities at the Palace and DTE Theater.
- e) General Fund Raising Committee: The General Fund Raising shall plan and direct other fund raising activities.
- f) Bingo Fund Raising Committee: The Bingo Fund Raising Committee shall be used to manage bingo fund raising when needed.
- g) Publicity Committee: The Publicity Committee shall be responsible for gaining print and electronic media coverage of the band's activities and their members.
- h) Chaperone Committee: The Chaperone Committee shall identify, assign, and coordinate the activities of chaperones on field trips as required.
- i) Band Camp Committee: The Band Camp Committee shall be responsible to plan, organize and budget for the annual summer band camp.
- j) Student Assistance Committee: The Student Assistance Committee shall keep records of all student assistance and provide information to the executive board and to the parents and students when requested.
- k) Nominating Committee: The Nominating Committee shall be formed to identify candidates for elected and appointed offices. The committee shall report the names of the nominees to the executive board 30 days before the designated election date.
- l) Other Committees: Committees shall be formed whenever the need arises as determined by the executive board. The president shall appoint the chairpersons and members of these committees.

**5) FISCAL YEAR**

The fiscal year shall be July 1 through June 30 of each year.

**6) DUES**

There shall be no dues.

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**7) MEETINGS**

There will be a minimum of two general membership meetings per semester. In addition, an annual business meeting will be held in May. The executive board shall meet no less than once every two months. The executive board shall determine all meeting dates.

**8) AMENDMENTS**

A majority present at any general membership meeting may amend the Constitution and By-Laws. The amendments must have been presented at the preceding regular meeting prior to approval. By-Laws must be reviewed every two years.

**9) MONIES FROM FUND RAISING**

It is the policy of Stevenson Band Booster Club Inc to support all band students participating in Stevenson High School music programs including mandatory music participation and voluntary music activities even if the band student's parents do not participate in fund-raising activities. The support of band students will not depend on the fund-raising efforts of the band student's parents. We will make this policy clearly known to our members.

All fund raising monies are the property of the Band Boosters.

- a) All funds raised for the intent of the student account are transferable to another student account, but are not refundable.
- b) Out of pocket payments made to a student's account are refundable and/or transferable to another student account.
- c) The student's parent or guardian, using a written authorization form, must authorize all transfers from a student's account.
- d) Student account money can be transferred to siblings or another student or the general fund. If the monies are not used by an incoming student as a sophomore, all funds revert to the general fund. All transfers must be requested in writing by the end of the student's senior school year. All funds not earmarked specifically for a transfer shall revert to the General Fund.
- e) Fund-raised funds will be applied before other funds from a student's account for expenses.
- f) These are valid options for withdrawal of fund-raised funds from a student's account.
  - All **required** band attire, provided through the band, as dictated by the band director (i.e. required t-shirt, marching shoes, gloves).
  - Trips (Trip expenses includes transportation to and from destination, hotel, meals which are included as part of the package.)
  - Music lessons which are used to enhance the student's career in high school band and/or orchestra. (Checks, written monthly, must be made payable to the teacher or music company)
  - Band Camps (These include but are not limited to Blue Lake, Interlochen, Oakland Hills, and Stevenson High School Marching Band Camp. Check must be written "On Account – Student's Name".)

**10) DISSOLUTION**

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- a) The organization may cease to function following a concurring vote to that effect by the majority of members present at a general membership meeting, the executive board, the director of the instrumental music program, and the high school administration.
- a) Within 10 days after dissolution, the Executive Board shall approve the release of all money on deposit and on hand along with real and personal property, which shall revert to the City of Sterling Heights.