

CHIPPEWA VALLEY BAND BOOSTERS CONSTITUTION AND BY LAWS

REVISED February 10, 2023

CONSTITUTION

Article I: NAME

The name of the organization shall be The Chippewa Valley Band Boosters

Article II: OBJECTIVES

The objectives of The Chippewa Valley Band Boosters are:

Sec. (1) to develop and maintain an enthusiastic interest in the various phases of the Instrumental Music Department of The Chippewa Valley High School.

Sec. (2) to lend all possible support, both moral and financial, to the general high school instrumental music program.

Sec. (3) to recognize and respect the policies of the Chippewa Valley School District.

Sec. (4) to build and maintain an organization, which will help promote the general activities of the high school instrumental music department.

Article III: NON-PROFIT ORGANIZATION

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) 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 shall be 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 or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article IV: MEMBERSHIP AND VOTING

Anyone eighteen years of age or older who is not currently enrolled as a high school student and is interested in the progress and development of the Instrumental Music Department of The Chippewa Valley High School is eligible for active membership.

a. Parents or legal guardians of pupils in The Chippewa Valley High School Instrumental Music Programs are to automatically be considered active and voting members.

Article V: OFFICERS

The officers of this organization shall be a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Ways & Means, including major fundraising chairpersons as deemed by the executive board. No two persons of the same family may hold an office concurrently.

All newly elected officers will take office as of July 1st of the current calendar year in which the election has taken place. All officers must have a current student enrolled in the band program.

Article VI: EXECUTIVE BOARD

The Executive Board shall be composed of the officers of the organization and the Band Director. Voting members of the Executive Board shall be the President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Mean & Ways. The Band Director shall act in an advisory capacity.

Article VII: AMENDMENTS

The Constitution may be amended by a majority vote of the active voting members present at any regular meeting. Notification of the proposed Amendments must have been presented in writing at the preceding regular meeting of the organization. A quorum must be present to amend the constitution.

BY-LAWS

Article I: DUTIES OF THE OFFICERS

Sec. (1) It shall be the duty of the President to establish the agenda, preside at all regular meetings and appoint chairpersons of all standing committees. The President shall be the

Executive head of the organization, with full power to enforce the constitution and By-laws and to act for the organization with the approval of the Executive Board.

Sec. (2) It shall be the duty of the Vice President to assume all the duties of the President in his/her absence. In the absence of a Ways and Means chairperson, the Vice President will serve as the Chairperson of the Ways and Means Committee. It shall further be the duty of the Vice President to provide oversight of all Booster related media platforms.

Sec. (3) It shall be the duty of the Recording Secretary to keep records and minutes of all meetings. Copies of the minutes shall be provided at the next regular meeting.

Sec. (4) It shall be the duty of the Corresponding Secretary to be responsible for all general correspondence.

Sec. (5) It shall be the duty of the Treasurer to receive all monies accrued to the organization and to deposit the same in an approved depository under the name of the organization.

a.) The Treasurer will pay out no funds from this account without proper attached Check Request Form, appropriate paperwork and authorized signatures. Authorized signatures can be those of the President, Vice President, Corresponding Secretary, Recording Secretary, or Ways & Means Chair

b.) Copies of the written financial report shall be read and approved at each business meeting.

c.) The retiring Treasurer, after audit of the books by the Finance Committee shall give his/her records to the newly elected Treasurer by July 1.

d.) The Treasurer shall be the chairperson of the Finance Committee.

Sec. (6) It shall be the duty of the Ways and Means Officer to coordinate all fundraising activities for a given school year.

Sec. (7) The Executive Board shall be responsible for developing the annual budget and for auditing the financial records. The annual budget shall be developed based on approved goals and be submitted to the general membership for their approval at the regular June meeting.

Article II: THE EXECUTIVE BOARD

Sec. (1) The Executive Board shall have responsibility for the implementation of the objectives of the organization.

Sec. (2) The Executive Board shall convene monthly, prior to each Regular Meeting. The Executive Board will have the authority to make decisions for the good of the organization only when timing does not permit presentation at a general meeting.

Sec. (3) When necessary, a maximum of \$5,000.00 can be encumbered by the Executive Board.

Sec. (4) The officers with check signing authority shall be bonded. If a check needs to be issued that is \$1,000 or more, any two of the authorized signatures shall be needed for a check to be valid.

Article III: MEETINGS

Sec. (1) The regular meetings of this organization shall be held monthly throughout the School year. The dates of the meetings shall be determined by the Executive Board.

Sec. (2) Special meetings of the general membership may be called by the President with at least three (3) days' notice by available electronic platforms to all members.

Article IV: STANDING COMMITTEES

Sec. (1) There shall be the following standing committee:

- Scholarship
- Nominating (See Article VII)

And other committees such as the Executive Board shall determine.

Sec. (2) The Scholarship Committee shall be composed of an Appointed Chairperson, and two active members representing the ninth, tenth, and eleventh grades. No two members of the same family may serve on this committee during the same year.

The Scholarship Committee shall determine the number and value of scholarships to be given based on qualified applicants, budgeted and available funds. The Executive Committee shall determine the amount of scholarship funds available for the current year. The Scholarship Committee shall award the scholarships at the annual banquet.

Article V: DUES

There shall be no dues.

Article VI: QUORUM

Sec. (1) A majority of the voting members of the Executive Board shall constitute a quorum for the Executive Board meeting.

Sec. (2) A quorum shall constitute eight (8) voting members. A quorum is required for voting on business at regular meetings of the general membership.

Article: VII ELECTIONS

Sec. (1) The Nominating Committee shall be appointed by the President at the first regular meeting each calendar year. The Nominating Committee shall present a slate of officers at the regular April meeting for consideration by the general membership. The Nominating Committee shall also be responsible for the preparation and tabulation of election ballots.

Sec. (2) Nominations may be made from the floor.

Sec. (3) Election of officers will take place at the regular meeting in May.

Sec. (4) A quorum is required to hold an election. A majority vote of active voting members present shall constitute an election.

Sec. (5) In the event an elected Executive Committee Member is unable to fulfill his/her designated duties for the remainder of their term, the Executive Committee shall nominate a replacement member and present the nominee for vote at the next regular meeting of the organization. A quorum must be present to elect the nominee.

Article VIII: MEMBERSHIP

No members shall at any time act in the name of this organization unless given specific authorization by the Executive Board or a majority vote of the general membership.

Article IX: AUTHORITY

The rules contained in Robert's Rules of Order, revised, shall govern this Organization in all cases in which they do not conflict with the rules of this organization. A copy of these rules will be available at each meeting.

Article X: AMENDMENTS

The By-laws may be amended by a majority of the active voting members present at any regular meeting.

The amendments must have been presented in writing at the preceding regular meeting of the organization.

A quorum must be present to amend the By-laws.

AMENDMENTS

AMENDMENT I -voted and accepted - December 1999

If the Instrumental Music Program at Chippewa Valley High School, (C.V.H.S.), is discontinued, all the remaining band booster assets* will revert back to C.V.H.S., in the form of Student Scholarship Awards for educational purposes.

If the Chippewa Valley Band Booster Organization were dissolved and the Instrumental Music Program at C.V.H.S. remained, all band booster assets* would revert directly into the C.V.H.S. Instrumental Music Program.

* Assets defined as cash on hand, instruments, and uniforms.

AMENDMENT II - voted and accepted - January 2002

Chippewa Valley Band Boosters shall establish accounts on behalf of the band students in accordance with the current Board of Education Guidelines.

Assets shall remain the property of the Chippewa Valley Band Boosters. These assets shall be used solely for the purpose of enhancing the student's musical environment while a band member. All expenditures /transfers from student accounts must be applied for in writing and approved by the Chippewa Valley Band Boosters Executive Board.

Sec. (1) Monies vouchered from the accounts must be authorized by the student's parents or legal guardian.

a. Vouchers shall be completed by the student and signed by the student and parent/legal guardian.

b. Vouchers shall be forwarded to treasurer, and check issued to designated party

~~Sec. (2) Guidelines for withdrawal of funds from student accounts:~~

~~a. All required band attire as dictated by the band director (i.e. red polo's, shorts,~~

- marching shoes, hats, caps, gloves).
- b. Trips (to include transportation to/from destination, hotel, and meals) for the participating student, parents/legal guardians, and siblings of the participating student.
 - c. Transportation (student only).
 - d. Music lesson (check payable to the teacher or music company or can be made payable to a parent or guardian provided they turn in a student account voucher with a valid receipt from teacher or music company indicating that the lessons have been paid in full) and is used to enhance the student's career in the high school music program. Current IRS tax laws will apply for payments. (1-11-2007)
 - e. Band Camps. These include but are not limited to Blue Lake, Interlochen, Oakland Hills and Marching Band Camp held at Chippewa Valley High School or its designated location. Check must be written ("On Account—Students' name").
 - f. Band property damaged or lost as a result of, but not limited to, maliciousness, carelessness or negligence may be deemed the responsibility of the students.
 - g. Instrument purchases, repairs, and supplies limited to a student's instrument used in the band program.
 - h. Cash withdrawals from the student's accounts are strictly prohibited.
 - i. A student's immediate family can voucher two CV Band Boosters polo shirts per year.
 - j. The band director will be allowed to establish a student account for his/her use for Chippewa Valley Band related activities and expenses.
- Sec. (3) Any event sanctioned or sponsored by the Chippewa Valley Band Boosters, money can be vouchered to cover applicable expenses.
- Sec. (4) Student account money can be transferred only to siblings. All monies to be held for Siblings must be requested in writing by the end of the senior's school year. All Funds not earmarked specifically for a sibling shall revert to the General Fund. All retained funds can only be transferred in a sibling's first year of eligibility. Any funds not claimed by the family's last eligible child shall revert to the General Fund.

AMENDMENT III - voted and accepted - January 2002

Student Representatives.

Sec. (1) Each class hour shall have 2 to 3 classroom representatives, with one representing their group at the monthly Band Booster meeting.