

BY-LAWS OF THE GRAYLING VIKING BAND BOOSTERS

ARTICLE 1: Name and Purpose

Section 1: The name of this organization shall be the Grayling Viking Band Boosters.

Section 2: The purpose of this organization shall be:

- A. To aid and promote the activities of the Instrumental Music Department of the Crawford AuSable Schools.
- B. To lend moral and financial support to the Instrumental Music Department.
- C. To arouse and maintain enthusiastic interest in the various School Instrumental Music groups.
- D. To cooperate with the Instrumental Music faculty, the School Administration and the School Board of Education in order to achieve the above state purposes.

ARTICLE II: Membership

Section 1: Parents, guardians, and/or caregiver (s) of students in the Instrumental Music Department are automatically considered active members and are entitled to voting privileges. Two votes will be allotted for each band family.

Section 2: Anyone making financial donations with the value of \$25.00 or more toward the support of this organization and/or the Crawford AuSable Schools Instrumental Music Department shall be designated and recognized as a Patron Member. Patron Members do not have voting privileges.

Section 3: The title of Honorary Membership may be granted by the Executive Board, to individuals who have rendered outstanding services to the organization. Honorary Members do not have voting privileges.

Section 4: Volunteers: volunteering is welcome from anyone. Volunteers must complete background check per school district policy when assisting with our youth. Volunteers may become board members with one allotted vote. Volunteer board members may be elected by the board with: $\frac{2}{3}$ vote of existing board, have completed 6 events as a volunteer, and formerly have a student that participated in 2 years of band.

ARTICLE III: Officers

- Section 1:** The officers of this organization shall be President, Vice-President, Treasurer and Secretary.
- Section 2:** The Executive Board of this organization shall be comprised of the elected officers and Instrumental Music Director(s).
- Section 3:** The duties of the officers will include the following:
- A. The President will preside at all meetings of the Grayling Viking Band Boosters and appoint all chairpersons of the Standing Committees. The President will oversee the budget committee and the Activities Chairperson.
 - B. The Vice-President is to perform the duties of the President in his/her absence and assumes the office of the President in the event of a vacancy. The Vice-President shall chair the Fundraising Committee and Budget Committee. The Vice-President oversees all fundraising efforts and appoints individual chairpersons. The Vice President shall chair the uniform committee
 - C. The Treasurer is to keep an accurate record of all receipts and disbursements of the funds of the Grayling Viking Band Boosters and give financial reports at the meetings. The Treasurer serves as a member of the Budget Committee. The Treasurer may appoint a Student Tracking Coordinator (Charms), to maintain an accurate record of student fundraising proceeds for all instrumental music students. and shall oversee Charms.
 - D. The Secretary is to maintain an accurate record of the meetings of the Executive Board and general membership, assist with routine correspondence, manage the shared drive, keep a copy of the By-Laws and all minutes, make copies of the minutes and distribute them to the membership, maintain an up-to-date; membership list with telephone numbers, and place meeting announcements in the local newspaper.
 - E. The Fundraising Chairperson will organize and oversee all fundraising efforts including the Patrons program
 - F. The Activities Chairperson shall oversee Band Camp, Cedar Point, hospitality at concerts, and any other activity and/or travel for the band.

ARTICLE IV: Elections

Section 1: Election of officers shall be held at the May general membership meeting of each school year. The Nominating Committee shall present a slate of officers: nominations from the floor are also welcomed with the prior consent of the nominee. Election shall be by a majority vote of the voting members present.

Section 2: When an officer vacancy occurs, the President shall appoint a replacement to be confirmed by the Executive Board at a later date.

ARTICLE V: Standing Committees

Section 1: The Nominating Committee shall be comprised of one member of the Grayling Viking Band Boosters, a member of the Instrumental Music Department faculty, and a chairperson.

Section 2: The Fundraising Committee will consist of the Vice-President as a chairperson, President, one additional member of the Grayling Viking Band Boosters, appointed by the President, and the Instrumental Music Director(s).

Section 3: The Budget Committee will consist of the following: chairperson of the Ways and Means Committee, Treasurer, and the Director of the Instrumental Music Department

Section 4: The Hospitality Committee shall be responsible for ushers at concerts, refreshments at concerts, and support of the Marching Band at practices, parades and football games.

Section 5: The Chaperone Committee shall be responsible for arranging all chaperones as needed for trips.

Section 6: The Scholarship Committee will consist of a chairperson, and the Director(s) of the Instrumental Music Department. This committee oversees the disbursement of scholarships.

Section 7: Additional committees may be appointed by the President as needed.

ARTICLE VI: Finance

Section 1: The fiscal year for accounting purposes will be July 1-June 30 each year.

Section 2: The Budget Committee shall be responsible for the preparation of the budget, its periodic review, and for making recommendations to the Executive Board and to the organization regarding changes to the budget

during the fiscal year.

- Section 3:** The Budget Committee shall present the proposed annual budget to be acted upon no later than the May general membership meeting.
- Section 4:** The Ways and Means Committee shall present a proposed plan for raising funds to implement the budget at the general membership meeting in April of the preceding year.
- Section 5:** Scholarship and Enrichment Programs shall have funds available as per the annual budget. Both programs will receive a year-end review by Committee Chairs, Instrumental Music Director(s), and the Budget Committee. All recommendations for changes must be submitted at the general membership meeting in June of each year. If more than 10 students apply for band camp scholarships, an application process will be instituted. To be eligible FOR ANY scholarship from Band Boosters, a parent/guardian/caregiver, must volunteer for a minimum of 4 events during the current school year.
- Section 6:** Any obligation or expenditure of the organization's assets in excess of one hundred dollars (\$100.00), must receive prior approval of the membership.
- Section 7:** All disbursements of funds of the organization shall be made by checks authorized by the Treasurer and countersigned by the Director of the Instrumental Music Department. The associate Director may countersign in the absence of the Director.
- Section 8:** The Crawford AuSable School District will serve as the financial agent of the funds with distribution of the funds only authorized by the Treasurer and the co-signer. The Co-signer must be another board member.
- Section 9:** The Band Boosters will track each student in their band program for every fundraising activity that takes place during the year. Student tracking will accrue from year-to-year. Cash donations made for a specific student will be placed in that student's account.
- Section 10:** A percentage of all fundraising profit is entered into band students' individual tracking, unless otherwise disclosed by band boosters prior to the fundraiser. . The remaining profit is credited to the Grayling Viking Band Boosters' General Fund. Before each fundraiser all band students will be notified of the approximate percentage to expect.
- Section 11:** In April of each year, the balance of graduating senior's tracking account, who has a sibling currently enrolled in the Instrumental Music Program, will automatically be transferred to the siblings' tracking account. If the senior does not have a sibling currently enrolled in the instrumental music program, the balance will be transferred to the General Account of the

Grayling Viking Band Boosters. Students may also opt to give their remaining balance to a band student of their choice. This has to be submitted in writing to the treasurer by the end of the school year.

Section 12: If any band student leaves the Instrumental Music Program before their senior year ends, their tracking balance is deposited into the Grayling Viking Band Boosters' General Fund.

Section 13: The money held for individual students' band activities is not transferable to other band general fund expenditures.

Section 14: Cash donations will be directed into the General Fund.

Section 15: Financial Hardship Assistance or Camp Scholarships. Students must participate in a minimum of 2 fundraisers and the parent and/or guardian participate in a minimum of 4 events during the current school year in order to qualify for financial hardship assistance.

ARTICLE VII: Meetings

Section 1: General Membership meetings of the Grayling Viking Band Boosters shall be called by the President or majority of the Executive Board, with the time and location to be determined by the President or the Board. Regular meetings shall be determined annually with a minimum of eight monthly meetings during the school year.

Section 2: The Executive Board shall meet as deemed necessary by the President or a majority of the Board.

ARTICLE VIII: Parliamentary Authority

The current edition of Robert's Rules of Order governs this group in all parliamentary situations that are not otherwise provided for in the law, By-Laws, or adopted policies and procedures.

ARTICLE IX: Amendments

Section 1: These By-Laws may be amended by a 2/3 vote of the voting membership present at a general membership meeting, provided that notice of this intention has been given at the preceding regular meeting and that public notification has been made in the Crawford County Avalanche.

ARTICLE X: Dissolution and Disbursements of Funds

Section 1: The dissolution of the Grayling Viking Band Boosters requires a 2/3 vote of the voting membership present at a general meeting provided that notice of this intention has been given at the preceding regular meeting and that public notification has been made in the Crawford County Avalanche.

Section 2: The remaining funds of the Grayling Viking Band Boosters shall be disbursed to the Grayling Instrumental Music Program. The use of the funds will be mutually agreed upon by the Instrumental Music Director(s) and the administration of the Crawford AuSable Schools.

AMENDMENT TO THE BY-LAWS

ARTICLE VI: Finance

Section 12: Existing By-Law: If any band student leaves the Instrumental Music Program before their senior year ends, their tracking balance is deposited into the Grayling Viking Band Boosters' General Fund.

Amendment Change to Section 12: If any band students leaves the Instrumental Music Program before their senior year ends and has a sibling enrolled in the band program their tracking account balance may be transferred to that sibling's account upon written request. This request must be made within thirty (30) days of withdrawal from the band program and/or by the end of the current school year.

Reading #1 Date: February 9, 2017

Reading #2 Date: May 11, 2017

Reading #3 Date: September 17, 2017

Voted on: September 17, 2017

Approved: Yes

Respectfully Submitted,

Gayenell Gentelia
Band Booster President