

# **BYLAWS OF THE WALLED LAKE CENTRAL HIGH SCHOOL MARCHING BAND BOOSTERS**

Date of Adoption: March 8, 2017  
Date of Revision: February 12, 2018

## **Article I: Name**

The name of this organization is the Walled Lake Central High School Marching Band Boosters herein after referred to as “Band Boosters” operating under Walled Lake Central High School Music Boosters herein after referred to as “Music Boosters”.

## **Article II: Purposes**

Section 1. The objectives of the Band Boosters shall be in common with the Music Boosters. The purpose of the Band Boosters shall be for the provision of support and enhancement of the education of youth who are students at Walled Lake Central High School in The Walled Lake Consolidated School District in Oakland County, Michigan, sponsorship through the school’s Marching Band program. The purpose of the Band Boosters is:

- a. To provide financial and organizational support for the marching band program in order to allow for educational and social opportunities for the students enrolled in the school’s marching band program beyond which the school district is able to provide;
- b. To support marching band instructional clinics, marching and concert competitions/festivals/performances and any other special events which may be part of the School District’s activities;
- c. To assist the band director in the organization of activities and development of marching band activities during the school year;
- d. To work in cooperation with the band director to develop, approve and maintain a budget for the fiscal year;
- e. To publish and promote pertinent news about the marching band and band students;
- f. To support the band director in community activities that would instill civic pride;
- g. To assist in all communication.

Section 2. The Band Boosters will do all the things in accordance to or necessary for providing the qualified instructors, facilities, materials and resources for such educational and training opportunities at the discretion of the board in conjunction with the band director.

Section 3. The Band Boosters are organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “Internal Revenue Code”).

## **Article III: Basic Policies**

The following are basic policies of this Band Boosters:

- a. The Band Boosters shall be noncommercial, nonprofit, nonsectarian, and nonpartisan.
- b. The Band Boosters or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objectives of the organization.
- c. The Band Boosters or members in their official capacities shall not directly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. The Band Boosters shall work with the schools to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
- e. No part of the net earnings of the Band Boosters shall be for the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the Band Boosters 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 Article II.
- f. Notwithstanding any other provision of these articles, the Band Boosters shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- g. Upon the dissolution of the Band Boosters, after paying or adequately providing for the debts and obligations of the Band Boosters, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

## **Article IV: Relationship with Walled Lake Central High School Music Boosters**

Section 1. The Band Boosters shall be organized and chartered under the authority of the Music Boosters in the areas in which it functions, in conformity with such rules and regulations, not in conflict with the Music Boosters' Bylaws.

Section 2. After adoption of the bylaws, they must be reviewed and submitted to the Music Boosters every three (3) years.

Section 3. The Band Boosters shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Band Boosters, including, specifically, the number of its members and the dues/fees collected from them.

Section 4. There shall be but one person serving in any elected office.

## **Article V: Membership and Dues**

Section 1. Membership in the Band Boosters program shall include all without regard for race, color, national or ethnic origin, creed, religion or gender identity.

Section 2. Annual membership in the Band Boosters program shall include the parents or legal guardians of a marching band student who is a member in good standing having paid the dues/fees as outlined in the registration packet distributed each year.

## **Article VI: Voting Body**

Section 1. All members of the Band Boosters shall be voting members.

Section 2. Band Booster members are entitled to one vote.

## **Article VII: Directors**

The Band Director is the official director of the Walled Lake Central Marching Band and all other program directors/instruction staff report to him/her. The Band Director(s) shall act in an advisory capacity to officers and members of the Band Boosters and hold exclusive rights to determine curriculum and performance schedules. Band Directors are not voting Members. The Band Director will work with the Band Boosters on budgetary development and will oversee curriculum, show budget, staff budget, and other aspects of the band program as it pertains to the budget. The Band Boosters will vote to approve/disapprove the budget. Should a budget not be approved, then the band director will choose what to cut from the budget and a revote will occur until Band Boosters and the Band director can come to consensus through a passing of the budget.

## **Article VIII: Executive Board**

Section 1. The executive board shall consist of the officers of the Band Boosters, as listed in Article X, Section 1 and the appointed treasurer from the Music Boosters.

Section 2. The executive board shall:

- a. Transact business as may be referred to it by the Band Boosters;
- b. Act in emergencies between meetings of the Band Boosters;
- c. Fill vacancies in office;
- d. Create standing committees;
- e. Approve plans of work of Band Boosters standing committees;
- f. Approve a tentative budget to be presented to the membership;
- g. Report at the regular meetings of the Band Boosters.
- h. A quorum shall consist of 2/3 of the Executive Board or 7 members.

Section 3. Regular meetings of the executive board shall be held as designated by the board at its first meeting. Special meetings of the board may be called by the President, or upon the request of a majority of members of the board, three (3) days' notice having been given.

## **Article IX: Officers and Their Election**

Section 1. The Music Boosters will select one treasurer to sit on the Marching Band board. The Remaining Band Boosters officers shall be elected by ballot at the General Band Booster meeting in February. If there is only one candidate for any office, the election for that office (or offices) may be by voice vote. Officers shall assume their official duties at the beginning of the next fiscal year.

Section 2. If a position is required to have an apprentice, this person will be nominated to that position by the Band Boosters, and voted on and approved by the Band Boosters. Apprentices are not voting members of the Band Booster Board.

Section 3. Only members whose student's dues/fees are paid as required, are the parent or guardian of a student registered in the Marching Band, and have successfully met the requirements of The Walled Lake Consolidated School District in order to work with or chaperone students of the district, shall be eligible for nomination or election, to serve on the executive board.

Section 4. Only those members who have held a Band Booster or Music Booster Executive Board position or have been a Band Booster Standing Committee Chair for one (1) year, shall be eligible for nomination or election from the floor for the position of President.

Section 5. In the event of an executive board member's child leaving the marching band, the executive board member will be required to relinquish their board position.

Section 6. In the event of a vacancy occurring in any office, the remaining members of the executive board shall appoint an interim officer for the unexpired term.

Section 7. An officer may be removed for good cause by 2/3 vote of the Executive Board.

## **Article X: Duties of Officers**

Section 1. The President shall:

- a. Have a 2 year term.
- b. Preside at all meetings of the Band Boosters and executive board/committee meetings at which they may be present;
- c. Sign, with the secretary, all orders;
- d. Coordinate the work of the officers and committees, in order that the objectives may be promoted;
- e. Be a member ex officio of all committees;
- f. Be voted in to serve no more than 1 consecutive term;
- g. Oversee the following committees:
  1. Pit Crew
  2. Band Banquet
  3. WLP
  4. Winter Guard

Section 2. The Vice President of Communication shall:

- a. Have a one year term. They shall not be voted in to serve more than 3 consecutive terms;
- b. Work at the discretion of the President;
- h. Work at the discretion of the Band Director;
- i. Preside over meetings and committee meetings in the absence of the President;
- j. Oversee the following committees:
  - 1. Chaperones

Section 2. The Director of Communication shall:

- a. Have a one-year term. They shall be voted in to serve no more than 3 consecutive terms;
- b. Maintain all correspondence and communication with the members of the Marching Band and the members of the Band Boosters;
- c. Maintain the website;
- d. Maintain the calendar;
- e. Oversee the following committees:
  - 1. Senior Recognition
  - 2. Uniform
  - 3. Band Promotions

Section 3. The Director of Fundraising shall:

- a. Have a one-year term. They shall be voted in to serve no more than 3 consecutive terms;
- b. Coordinate all fundraising activities and manage any committees along with their chairperson;
- c. Oversee the following committees:
  - 1. Spirit Wear
  - 2. Sponsor Relations
  - 3. Car Wash
  - 4. Preview Show

Section 4. The Director of Administration shall:

- a. Have a one-year term. They shall be voted in to serve no more than 3 consecutive terms;
- b. Coordinate all recruitment efforts;
- c. Maintain an accurate roster of all registered members;
- d. Maintain and collect all necessary forms needed for the season;
- e. Coordinate all functions at Walled Lake Central High School;
- f. Oversee the following committees:
  - 1. Ice Cream Social
  - 2. New Member Orientation and Registration
  - 3. Friends and Family Show

Section 5. The Secretary shall:

- a. Have a one-year term. They shall be voted in to serve no more than 3 consecutive terms;
- b. Record the minutes of all meetings;
- c. Notify each committee chair of their appointment;

- d. Conduct correspondence delegated to them;
- e. Maintain a current approved copy of the bylaws.
- f. Oversee the following committees:
  - 1. After States Party

Section 6. The Logistics Coordinator shall:

- a. Have a two-year term. They shall be voted in to serve no more than 2 consecutive terms;
- b. Coordinate and oversee all travel of the marching band;
- c. Oversee the following committees:
  - 1. Chaperones
  - 2. Nationals
  - 3. Medical
  - 4. Food Committee

Section 7: The Camp Director shall:

- a. Have a one-year term. They shall be voted in to serve no more than 3 consecutive terms;
- b. Work to secure and coordinate all activities related to band camp;
- c. Oversee the following committees:
  - 1. At Home Camp
  - 2. Away Camp
  - 3. Senior Breakfast

Section 8: The Dues/ Fees Coordinator shall:

- a. Have a one-year term. They shall be voted in to serve no more than 3 consecutive terms;
- b. Collect all dues/fees in a timely manner for the season;
- c. Maintain accurate records of all dues/fees collected;
- d. Assist the Music Booster's treasurer in all audits and activities as deemed necessary.

Section 9: The Treasurer shall:

- a. Prepare all financial reports;
- b. Make all accounts available to be examined annually by a CPA or an auditing committee of not less than three members, who, satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least two weeks before the audit is scheduled to take place. The audit shall take place no later than sixty (60) days after the books have been closed.

Section 10. All officers shall:

- a. Perform the duties outlined in these bylaws and those assigned from time to time;
- b. Deliver to their successors all official material within thirty (30) days following the meeting at which the successors are elected. Additionally, they shall ensure that a smooth transition takes place by providing their successors with any information that will make their jobs easier.

## **Article XI: Meetings**

Section 1. Regular meetings of the Band Boosters shall be held once monthly unless otherwise provided for by executive board. Three (3) days' notice shall be given of change of date.

Section 2. The annual meeting shall be in February and shall be for the purpose of electing officers, receiving reports of officers and committees, and conducting any other business that may arise.

Section 3. Special meetings of the Band Boosters may be called by the President(s), and shall be called upon request of a majority of the members of the executive board. At least three (3) days' notice of such a special meeting shall be given.

Section 4. Meetings of the Band Boosters shall be open to all members.

Section 5. The privilege of holding office, introducing motions, debating, and voting shall be limited to members of the association whose current dues/fees are paid. A majority vote of the members present shall be sufficient for the vote to carry.

## **Article XIII: Committees**

Section 1. Such standing committees shall be created by the executive board as may be deemed necessary to promote the objectives and carry on the work of the Band Boosters.

Section 2. The chairs of the standing committees shall be selected by the executive board.

Section 3. The term of standing committee chairs shall be up to the executive board.

Section 4. The chairs of each standing committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 5. Chairs of all standing committees shall be members in good standing.

Section 6. Special committees may be appointed by the President when such committees are deemed necessary by the executive board.

Section 7. The quorum of any committee shall be a majority of its members.

## **Article XIV: Fiscal Year**

The fiscal year of this Band Boosters shall begin on March 1 and end on the following last day of February.

## **Article XV: Amendments**

Any and all amendments shall be presented and voted on by a majority of the voting board and membership. Once adopted, all amendments shall then be added to the Band Booster bylaws.

The undersigned, being the Secretary and President of the Walled Lake Central High School Marching Band Boosters, hereby certify that the foregoing bylaws were duly adopted by the Band Boosters effective this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

PRESIDENT

SECRETARY