

The Constitution of the Instrumental Music Boosters Mt. Pleasant Public Schools, Mt. Pleasant, Michigan

PREAMBLE:

Whereas Mt. Pleasant Public Schools (MPPS) has endorsed an Instrumental Music Program; and
Whereas additional support is frequently needed to enhance and further the goals and objectives
of the Instrumental Music Program; Therefore, be it resolved that we, the members of the
Instrumental Music Boosters (IMB) herewith adopt
the following Constitution as amended according to which all affairs of this organization shall
be governed.

ARTICLE I: NAME

The name of this organization shall be: MT. PLEASANT PUBLIC SCHOOLS
INSTRUMENTAL MUSIC BOOSTERS, MT. PLEASANT, MI.

ARTICLE II: PURPOSE / PHILOSOPHY

The purpose of this organization shall be to act as a source of encouragement, enthusiasm, and
support to the music directors and students for the enhancement of the instrumental music
programs in the Mt. Pleasant Public Schools. The organization recognizes the importance of
continuous cooperation and communication among its members and the music directors in order
to raise the community's awareness level of the importance of music education in our schools.
The organization further believes that all support functions outlined in the Constitution and
Bylaws of the organization must be in full agreement with the philosophy and goals stated by the
School District.

ARTICLE III: MEMBERSHIP

The membership of this organization shall be open to any person interested in the purpose of this
organization and shall consist of the following types of membership:

1. Active Members

Active Members are those parents and/or guardians of students currently enrolled in the MPPS instrumental music program.

2. Associate Members

Associate Members are any persons 18 years of age or older, parents and /or guardians of former students who were enrolled in the Mt. Pleasant High School (MPHS) instrumental music program, or alumni of the instrumental music program who graduated from MPHS.

3. Instrumental Music Director/s

The Instrumental Music Director/s is that person/s hired by the MPPS to oversee the Instrumental Music Program.

4. Voting Members

Active Members and the Instrumental Music Director/s are voting members of this organization.

ARTICLE IV: OFFICERS

The officers of this organization are as the Bylaws prescribe.

ARTICLE V: PROPERTY RIGHTS / DISSOLUTION OF ORGANIZATION

If, at any time, a separation or division of this organization should take place on account of differences in interpretation and application of the Bylaws, the property of the organization and all benefits therewith connected shall remain with those members who continue to adhere to the purposes stated in the Constitution of this organization. In the event the organization should totally disband for any reason, the property and all rights connected therewith shall be transferred to the Board of Education of the MPPS. This Article may not be amended or deleted.

ARTICLE VI: BYLAWS

This organization may adopt such Bylaws as may be required for the accomplishment of its purpose in conformity with this Constitution.

ARTICLE VII: CHANGING THE CONSTITUTION AND BYLAWS

Amendments to the Constitution and Bylaws may be adopted at a regular meeting of this organization provided the following requirements are met:

1. All voting members shall receive a copy of the proposed amendment/s in writing prior to the meeting in which the amendment is to be proposed.
2. The proposed amendment/s to the Constitution must receive an affirmative vote of 2/3 majority of the entire membership. Voting on a Constitutional Amendment shall take place at the next regularly scheduled meeting after it is distributed.
3. Proxy voting will be permitted only for Constitutional changes. A ballot will be included with the proposed amendment. Proxy ballots must be received by the President of the IMB prior to the scheduled meeting date of the organization in which the Constitution Amendment will be presented for ratification.
4. The proposed amendment/s to the Bylaws shall receive the affirmative vote of 2/3 majority of the voting members present at the meeting where the amendment/s is being proposed.

ARTICLE VIII: PARLIAMENTARY PROCEDURE

All meetings of the IMB shall be conducted according to Robert's Rules of Order.

Date Adopted: May 10, 1994

THE BYLAWS OF THE CONSTITUTION

ARTICLE I: MEMBERSHIP

1. Term of Membership

Active Membership is terminated when the parent's and /or guardian's child is no longer enrolled in the music program, the whereabouts of the Active Member is unknown, the Active Member has requested to be removed from the membership roster, or the Active Member is deceased.

2. Responsibilities of Member

It shall be the responsibility of every member to support and comply with the Constitution and Bylaws of this organization.

ARTICLE II: OFFICERS AND STRUCTURE OF THE ORGANIZATION

1. Executive Board shall consist of the Music Director and these elected officers:

President
Vice President
Treasurer
Recording Secretary
Corresponding Secretary
Fundraising Chairperson
Operations Chairperson
Public Relations Chairperson
Uniforms Chairperson
Chaperone Chairperson

2. Executive Officers shall consist of the Music Director and these elected officers:

President
Vice President
Treasurer
Recording Secretary

ARTICLE III: MEETINGS

1. General Membership Meetings

General Membership meetings for the upcoming year will be determined and announced by the Board President prior to the beginning of the school year.

2. Annual Meeting

During the second semester of the school year a meeting shall be designated as the Annual meeting. At this meeting the election of officers shall be held, and the plans and goals for the coming year will be announced.

3. Special Meetings

Special meetings may be called by the President at the request of any member of the Executive Board. Notice of the date and time of the meeting and the nature of the business to be transacted shall be announced to the Voting Members not less than one week prior to the meeting.

4. Executive Board Meetings

The Executive Board shall meet regularly and set its meeting schedule by July 31st.

5. Executive Officer Meetings

The Executive Officers shall meet when immediate and legal business is necessary.

ARTICLE IV: QUORUM

For meetings of the Executive Board, and the Executive Officers a majority of its membership must be present in order to have a quorum to conduct business. At General Membership and Special Meetings of the IMB membership, a quorum shall consist of a majority of the voting members present.

ARTICLE V: ELECTION OF OFFICERS

1. Nomination Procedures

No later than the March meeting of the IMB, the Executive Officers shall announce their selection of a Nominating Committee consisting of the Music Director, the Vice President, and three Voting Members. The Vice President shall serve as Chairperson of the Nominating Committee. The Nominating Committee, as soon after the March meeting as possible, shall prepare a list of candidates from among Active Members as defined in the Constitution. The Nominating Committee, upon securing consent of the nominees to run for the various offices, shall submit the slate of candidates to the Voting Membership at the Annual Meeting. There may also be nominations from the floor providing the person being nominated has consented to serve in that office and that the individual is an Active Member as defined in the Constitution.

2. Election Procedure

At the Annual Meeting the voting members shall elect by ballot and simple majority, the officers of the IMB. When there is only one candidate for a particular office, the election by ballot may be omitted if there is a motion to cast a unanimous vote for that person or for the entire slate.

3. Term of Office

No member shall hold the same office more than two consecutive one-year terms.

4. Installation of Officers

The elected officers shall assume their respective positions no later than July 1 in the year of their election.

ARTICLE VI: FUNCTIONS, POWERS, AND ADMINISTRATIVE ORGANIZATION

1. Voting

Each elected office and the Instrumental Music Director shall have one vote when meeting as a

board or committee.

2. Functions of the Executive Officers

The Executive Officers shall:

- a. Act as the official and legal representatives of the IMB.
- b. Fill Executive Board vacancies or resignations by appointment.
- c. Sign official documents on behalf of the IMB.

3. Functions of the Executive Board

The Executive Board shall:

- a. Assist Chairpersons in recruiting committee members.
- b. Act on behalf of the IMB in emergency situations.
- c. Review and/or develop immediate and long-range goals for consideration by the IMB at a general membership meeting.
- d. Assist in developing agenda items for the IMB general membership meetings.
- e. Assemble and review an annual budget for presentation to the IMB.
- f. Approve fundraising projects and proposals.
- g. Approve the chairperson/s for each ad hoc committee (i.e. band camp, jazz night, banquets, etc.).
- h. Approve any special expenditures/requests not in the budget.
- i. Maintain proper legal status of booster organization with school district and with the State of Michigan (incorporated as a not-for-profit organization).
- j. Arrange for an annual audit of the IMB.
- k. Obtain insurance for the Treasurer to be bonded.

4. General Functions of Elected Chairpersons

- a. Inform the IMB President of committee appointments.
- b. Carry out committee responsibilities.
- c. The chairperson shall verbally present or submit a written report at each Executive Board meeting of the committee's activities and plans.
- d. The chairperson shall keep a record of the committee's activities.

ARTICLE VII: DUTIES OF OFFICERS AND MUSIC DIRECTOR

The duties of the Elected Officers and the Music Director shall be to:

1. President

- a. Preside over all IMB meetings. Develop the meeting schedule and agendas for all meetings.
- b. Recommend ad hoc chairpersons to the Executive Board (i.e. band camp, jazz night, banquets, etc).
- c. Act as liaison to the MPPS.
- d. Prepare an Annual Report.

2. Vice President
 - a. Preside at meetings in absence of President.
 - b. Keep the focus on agenda items at all meetings and act as parliamentarian as needed.
 - c. Serve as Scholarship Chairperson.
 - d. Serve as Nominating Committee Chairperson.

3. Treasurer
 - a. Maintain records of all income and expenditures.
 - b. Prepare a Treasurer's Report for presentation to the Executive Board and the IMB.
 - c. Collect, record, and deposit all student fees for competitive marching band.
 - d. Send out billings as needed.
 - e. Pay IMB bills.

4. Recording Secretary
 - a. Keep accurate minutes of all IMB meetings.

5. Corresponding Secretary
 - a. Responsible for creating and mailing the newsletter.
 - b. Responsible for IMB correspondence.

6. Fundraising Chairperson
 - a. Act as the clearinghouse for all fundraising proposals and makes recommendations to the Executive Board.
 - b. Coordinate logistics of fundraising activities with parents, students, and music director.

7. Public Relations Chairperson
 - a. Seek public relation opportunities for the IMB and the MPPS music program.
 - b. Develop news releases for the IMB.

8. Uniforms Chairperson
 - a. Appoint assistants to handle the general duties such as inventory, fitting and care of uniforms, and overseeing the distribution, collection, and maintenance procedures for each performing ensemble.
 - b. Maintain a proper inventory record of the attire for each ensemble.
 - c. Order shoes, shirts, gloves, and other accessories as needed.
 - d. Coordinate fitting of ensembles with music director.

9. Operations Chairperson
 - a. Maintain all booster vehicles in proper running order which includes maintenance, licensing, insurance, safety inspections, functionality, and appearance.
 - b. Recruit trained and licensed driver(s) for equipment bus(es)/vehicles.
 - c. Coordinates and recruits volunteers for construction projects (i.e. field props, etc.), field work and travel.
 - d. Maintain records for all operations.

10. Chaperone Chairperson

a. Arrange chaperones for all music student activities such as band camp, field trips, and rehearsals.

b. Develop telephone tree for each ensemble.

c. Update First Aid supplies.

11. Music Director

a. Act as a liaison between school administration and IMB.

b. Assist Executive Board in developing the annual budget.

c. Provide suggested immediate and long-range goals for consideration.

d. Uphold all school policies and procedures.

e. Develop an annual calendar of performances.

f. Collect and maintains necessary student forms such as:

1. Power of Attorney

2. Travel Permission

3. Code of Conduct

4. Marching Band Forms

ARTICLE VIII: NONPROFIT STATUS

The organization is and will remain nonprofit as long as it is in existence.

Date Adopted: May 10, 1994

Date Revised: April 26, 2000

Date Revised: October 12, 2004