

CONSTITUTION AND BY-LAWS

OF

**L'ANSE CREUSE HIGH SCHOOL CENTRAL
BAND BOOSTERS**

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Last Revised November 5, 1992
Proposed revision June 17, 2002
Accepted next meeting, September 2002
Further proposed revision May 1, 2003
Accepted next meeting, June 2003

*****PREAMBLE*****

This Constitution and By-Laws will constitute the rules and regulations of the L'Anse Creuse High School Central Band Boosters. The membership may make changes and amendments provided they do not conflict with the rules and regulations of L'Anse Creuse High School Central.

By strict compliance to this Constitution and By-Laws, we will honorably and efficiently transact the necessary business of the L'Anse Creuse High School Central Band Boosters to the mutual benefit of all members.

L'ANSE CREUSE HIGH SCHOOL CENTRAL BAND BOOSTERS

BY-LAWS

ARTICLE I

Name of Organization

The name of this organization will be L'Anse Creuse High School Central Band Boosters.

ARTICLE II

Objectives

The objective of this organized group, L'Anse Creuse High School Central Band Boosters, will be to support all facets of the L'Anse Creuse High School Central's instrumental music program. The goals of this organized group are:

- Section I To establish a closer relationship between home and the instrumental music activities of the school. These activities are being conducted to develop and create an atmosphere of unity by all parties concerned.
- Section II To assist in providing financial support for activities, music equipment and/or uniforms (not provided for in the regular school budget), educational trips, band camp and scholarships, as funds allow.
- Section III To aid and assist the band program; also to encourage parent and community involvement in all aspects of the instrumental music program that fosters educational development of the students.
- Section IV To conduct fund raising activities to support the above Sections.

ARTICLE III

Membership

- Section I Any adult person interested in the objectives and philosophy of the L'Anse Creuse High School Central Band Boosters will compose the membership of this organization. Members should be willing to uphold its policies and subscribe to its Constitution and By-Laws.
- Section II The privilege of holding office, voting and introducing modifications will be open to all participating members in good standing. A participating

member in good standing shall attend one-third (1/3) of all L'Anse Creuse High School Central Band Booster meetings of the current academic year.

ARTICLE IV

Revenue and Expenditures

- Section I Fund raising activities and donations will provide the revenue of this organization.
- Section II The Treasurer will deposit all funds into the bank of the Treasurer's choice, as approved by the Executive Board.
- Section III The Treasurer will maintain a checking account in the name of this organization. The money in this account will provide promotional and operational expenses for Booster projects and/or expenditures as approved by the Executive Board. The Treasurer will make all expenditures by check signed by two of either the President, Treasurer and/or Recording Secretary. The Treasurer will also maintain any savings accounts established by the organization.
- Section IV The replenishment of checking or savings accounts will be from fund raising activities and donations.
- Section V All monies raised through the organization by band students will be put into their own student account, to be used for band related expenses (i.e., band camp and band travel expenses). If this money is not used by that student for band expenses, it can be held for up to fourteen (14) months to be transferred to a sibling band student or will become the property of the organization.

ARTICLE V

Office and Duties Thereof

- Section I The voting Executive Board officers of this organization will consist of a President, Vice President, Treasurer, current Chairperson of "the Cash Raffle," as long as "The Cash Raffle" is licensed and is the main fund raiser of the organization, Recording Secretary and Corresponding Secretary, elected by the membership. The Director of Instrumental Music of the L'Anse Creuse High School Central Band will serve as a voting Executive Board member.

- Section II The President will preside at all meetings of the membership and the Executive Board, preserve order during its deliberations, transact other business pertaining to the office, and oversee the appointment or dismissal of the chairpersons of all standing and special committees as needed.
- Section III The Vice President will assist the President and be responsible for the functioning of the various committees in carrying out their assignments. If the President is absent, the Vice President will perform the duties of the President. In case of the resignation, death or removal for cause of the President, the Vice President will perform the duties of the President until a special election can fill the vacancy.
- Section IV The Treasurer will keep an accurate record of all receipts and disbursements showing activity separately, as well as a complete record of funds. The Treasurer will receive all funds due the organization, deposit them according to approved procedures, and disburse them as directed by the Executive Board. The Treasurer will also be responsible for the handling of individual student accounts. The Treasurer will announce all receipts and disbursements at each regular membership meeting and make a full report at the annual meeting. The Director of Instrumental Music may request an examination of the Treasurer’s accounts. If auditing becomes necessary, an auditing committee will consist of not less than two (2) selected persons, preferably qualified to audit, agreed upon by the Director and the Executive Board.
- Section V The Chairperson of “The Cash Raffle” will be responsible for all business related to the production and sale of “The Cash Raffle,” including, but not limited to, renewal of the organization’s lottery license, soliciting of advertisers, printing, distribution and drawings. The Chairperson must also insure that the organization complies with all applicable state laws. The Chairperson shall also get a copy of the ticket numbers, amount won per person, names and addresses of all the winners to the Treasurer within a reasonable amount of time after each drawing.
- Section VI The Recording Secretary will conduct all business correspondence, keep a correct record of all proceedings of the general meetings, provide the President and Vice President with a copy of the minutes of the previous meeting, provide an agenda for the next general meeting and record all amendments to this Constitution and By-Laws.
- Section VII The Corresponding Secretary will conduct all social correspondence pertaining to the office and perform such other duties designated from time to time by the Executive Board.
- Section VIII Should any officer be absent from three (3) regular membership meetings during a term of office, without a legitimate excuse satisfactory to the

membership of the organization, the office will be declared vacant. The President will fill the vacancy by appointment, subject to approval of the Executive Board, until the next election.

Section IX Upon the death, resignation or removal for cause of any officer, except President, the President will fill the vacancy by appointment, subject to approval by the Executive Board, until the next election.

Section X All officers will serve the duration of their terms. Terms begin with the June meeting and end after the May meeting of the following year.

ARTICLE VI

Executive Board and Duties Thereof

Section I The Executive Board will consist of the elected officers and the Instrumental Music Director of this L'Anse Creuse High School Central Band, or a representative designated by the Director. The past President may be invited to be an ex-officio member.

Section II The Executive Board will have the general supervision of the affairs of the organization and will be the governing body of the organization in the intervals between regular membership meetings.

Section III The Executive Board will meet before each membership meeting to formulate an agenda to facilitate the smooth operation of the organization's meeting.

Section IV The President or majority of the members of the Executive Board may call special meetings of the Executive Board. A majority present will constitute a quorum.

Section V In an emergency, the Executive Board will take necessary action. The membership must receive an explanation of this action at the next general meeting.

ARTICLE VIII

Meetings

Section I The organization will hold regular membership meetings as determined by the Executive Board at the first meeting of the school year.

- Section II The first membership meeting will occur in the first (1st) month of the school year with monthly meetings thereafter. The Executive Board will decide the day and place.
- Section III The President of the Executive Board may request special membership meetings. The membership will receive notification of special meetings at least one (1) week in advance by phone, mail or by student courier.
- Section IV The organization will hold an annual meeting in April of each year. The membership present will nominate persons for the Executive Board positions, for voting at the May meeting (in accordance with Article III, Section II).
- Section V For action on any matters brought before the membership, a majority vote of the membership present will constitute passage.

ARTICLE VIII

Committees and Duties Thereof

- Section I The President or the Executive Board will appoint special committees as deemed necessary.
- Section II The Director of Instrumental Music of L'Anse Creuse High School Central Band will be an ex-officio member of all committees.
- Section III The chairperson of each committee will be responsible to the Executive Board.

ARTICLE IX

Policies

- Section I The L'Anse Creuse High School Band Boosters will not seek to direct the administrative activities of the band program or to control its policies.
- Section II All items purchased for the L'Anse Creuse High School Central Band are a gift of the L'Anse Creuse High School Central Band Boosters and are the property of the L'Anse Creuse High School Band. The Director of Instrumental Music while in this position will control the use of these gifts.

Section III The school administration AND the Director of Instrumental Music may disband this club with reasonable cause and with notification in a reasonable period of time, not less than thirty (30) days.

Section IV In the event that the L’Anse Creuse High School Central Band Boosters is disbanded, all monies of the club will become the property of the L’Anse Creuse High School Central Band.

ARTICLE X

Charitable Organization

Section 1 Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or the 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 distributed to, its members, trustees, directors, 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 Section 501(c)(3) purposes. 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 or in opposition to any candidate for public office.