

CONSITUTITON AND BY-LAWS  
ALLEN PARK HIGH SCHOOL MUSIC BOOSTERS ASSOCIATION

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City of Allen Park  
County of Wayne

ADOPTED: October 10, 1960  
REVISED: May 7, 1996  
REVISED: April 13, 1999  
REVISED: October 10, 2000  
REVISED: September 18, 2001

**ARTICLE I – NAME**

The name of this organization shall be the ALLEN PARK HIGH SCHOOL MUSIC DEPARMENT PARENTS ASSOCIATION doing business as and herein known as the ALLEN PARK HIGH SCHOOL MUSIC BOOSTERS ASSOCIATION.

**ARTICLE II – OBJECTIVES**

The objectives of this organization shall be:

1. The perpetuation of the Allen Park High School Music Department.
2. To promote activities that will enhance the musical enrichment of the Music Students.
3. To raise and assist in the distribution of aid to the Allen Park High School Music Department.
4. To act as liaison between Allen Park High School Music Department and the community.
5. 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.
6. To assist the Director of Music and Allen Park High School Music Boosters in collecting fees for camp, educational trips, banquet, special events and all other activities of the Music Department.

**ARTICLE III – MEMBERSHIP**

SECTION 1 Members shall be the parents, guardians or other sponsoring adults of the Allen Park High School Music Students.

SECTION 2 The annual dues shall be \$5.00 per family per year. Dues shall be payable annually for the fiscal year, July 1st to June 30th of the following year. The payment of annual dues shall entitle a member the privilege to vote and to hold office.

SECTION 3 Honorary members shall be persons, who by their services, have merited this honor and are elected honorary members for life by a majority vote of the members present at any regular meeting. Such members shall be accorded only the social privileges of this organization. All past Presidents shall automatically become honorary members.

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- SECTION 4 No member shall at any time act in the name of this organization unless given specific authorization by the President and the majority of the Executive Board of Directors or those in attendance at the general membership meeting. Any member acting in direct contradiction with the goals and objectives of the organization shall be subject to action up to and including dismissal from active membership and removal of voting rights by a majority vote of at least two thirds of the members of the Board of Directors. Reinstatement of membership shall take place upon a majority vote of at least two thirds of the Board of Directors.
- SECTION 5 Policies and procedures will be voted upon at General Membership Meetings or at Special General Membership Meetings.
- SECTION 6 The roster of the Allen Park High School Music Department is a private document and as such shall not be used for any purposes other than specified business conducted by the organization.
- SECTION 7 The membership shall be responsible for supporting the financial commitments of the approved Annual Budget. The Allen Park High School Music Boosters Executive Board of Directors shall determine, upon adoption of the annual budget, each student's required financial obligation. Each family shall have the option to meet their general fund obligation either by participating in the fundraising opportunities offered by the association or with a lump sum payment. After the student has met their required financial obligation to the General Fund, any fundraising monies earned by the student will be deposited into their Individual Student Account.
- SECTION 8 No active member of the organization shall 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, corresponding section of any future Federal Tax Code or (b) by any 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.

**ARTICLE IV – ELECTION OF OFFICERS**

- SECTION 1 The officers shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer who shall hold office for the period of one year from the date of installation as officers. These officers shall comprise the Executive Board of Directors.

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- SECTION 2 Election of Officers shall be held at the April General Membership Meeting installation in May. The Executive Board of Directors meeting in May shall be a joint meeting of the outgoing and incoming new Officers.
- SECTION 3 The President shall appoint a Nominating Committee consisting of four Adult Booster members, at least one month prior to election. They shall submit their choices of candidates for each office at the March General Membership Meeting. The president shall also ask for nominations from the floor. If more than one candidate is nominated for any office, a secret ballot shall be used.
- SECTION 4 Any officer whose child leaves the music courses during a term of office may continue to hold such office until the next regular election and a successor is installed. The Executive Board of Directors shall fill any vacancies in office.
- SECTION 5 Any Officer or Chairperson resigning their position during the year elected or appointed shall be ineligible to run for or hold office on the Executive Board of Directors or serve in a Chairmanship capacity until the next election. If a leave of absence is requested from a Board of Directors position, a notice of intent must be submitted to the Board of Directors within thirty (30) days.

**ARTICLE V – DUTIES OF OFFICERS**

SECTION 1 PRESIDENT

It shall be the duty of the president:

1. To preside at all meetings.
2. To appoint a Chairperson of all standing committees within thirty days after election.
3. The president shall be the executive head of the Allen Park High School Music Boosters with full powers to uphold the Constitution and By-Laws and to act for the Allen Park High School Music Boosters with the approval of the Executive Board of Directors.
4. To act as a liaison between the Allen Park High School Music Boosters, students, Director, School Board, faculty and staff and other recognized organizations.
5. Shall be an ex officio member of all committees.

SECTION 2 VICE-PRESIDENT

It shall be the duty of the Vice-President:

1. To preside when the President is absent.
2. To preside at other times when requested to do so by the President.
3. To see that the Standing Committees understand their responsibilities and are functioning
4. To chair the Ways and Means Committee.
  - a. It is the responsibility of the Ways and Means Chairperson and Committee to plan fundraisers for the use of the Allen Park High School Music Boosters.

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- b. To appoint Chairpersons to help carry out the individual fund raising projects.
  - c. To exercise general supervision of the committees appointed.
  - d. To maintain a permanent file of project reports, financial summaries and to assist in future fund-raising activities.
5. To monitor the status of the General Fund, in consultation with the Treasurer, and advise the Board of Directors if any additional fundraising activities should be held.

**SECTION 3 RECORDING SECRETARY**

It shall be the duty of the Recording Secretary:

1. To keep an accurate record in permanent form of all business transacted at General Membership Meetings and/or Special General Membership Meetings.
2. To keep a permanent file of all reports.

**SECTION 4 CORRESPONDING SECRETARY**

It shall be the duty of the Corresponding Secretary to:

1. Notify the membership of all meetings of the Allen Park High School Music Boosters Special Board Meetings.
2. Be responsible for the incoming and outgoing correspondence of the association.
3. Publish and distribute the association's newsletter.

**SECTION 5 TREASURER**

It shall be the duty of only the treasurer:

1. To receive all monies of the Allen Park High School Music Boosters, give a receipt thereof and deposit the same in the Allen Park High School Music Boosters account.
2. The Treasurer may maintain one hundred dollars (\$100.00) in a petty cash fund (maximum) to pay out minor bills of an approved business nature.
3. Payments of up to three hundred dollars (\$300.00) may be paid without the approval of the majority of the Executive Board of Directors.
4. The Treasurer shall pay out no funds from this account to meet expenditures of more than three hundred dollars (\$300.00) except upon order of the Executive Board of Directors and with the approval by a vote of the General Membership.
5. The retiring Treasurer, after the audit of the books by the financial consultant, shall give the records to the newly elected Treasurer by June 30<sup>th</sup>, the end of the fiscal year.
6. A financial report shall be prepared and read at each meeting. This report may be amended or approved by a vote of the general membership.
7. The Treasurer will be responsible to see to all bank accounts and that the signature of the Executive Board of Directors are secured. Any two

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signatures of the Executive Board of Directors shall be required to sign any and all checks and withdrawals. This shall be done immediately after the installation of new officers.

8. To receive and review all bank statements.
9. To convene with the Executive Board and Music Director after the audit to review the previous year's books and prepare a budget for the upcoming year.
10. To present the proposed budget in conjunction with the September General Membership Meeting.
11. To monitor the status of the General Fund, in consultation with the Vice President, to ensure that the annual approved budget income obligation for the fiscal year has been met.

SECTION 6 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 payment and distribution to for the purposes sent forth in the purpose clause.

**ARTICLE VI – STANDING COMMITTEES**

SECTION 1 INDIVIDUAL STUDENT ACCOUNTS FINANCE CHAIRPERSON

The Finance Chairperson will be responsible for:

1. Maintaining the student's individual fundraising records.
2. Publishing a quarterly report of student account information.

SECTION 2 SOCIAL CHAIRPERSON

It is the responsibility of the Social Chairperson:

1. To establish a Social Committee.
2. To provide refreshments as required for General Membership Meetings and as needed for Allen Park High School Music Boosters activities.
3. To solicit participation in upcoming events.
4. To work with the Social Committee in the planning and refreshments for the Allen Park High School Music Department banquet, recital, concerts, lock-in and other major events.
5. To provide refreshments during half time for home football games.

SECTION 3 PUBLICITY CHAIRPERSON

It is the responsibility of the Publicity Chairperson and the Publicity Committee to arrange for publicity with the following:

- a. Chairpersons of functions and events;
- b. School board publicist plus administration;
- c. Local cable stations;
- d. Internet;
- e. Local Newspapers;
- f. Jaguar Journal;

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- g. PTSA/PTA;
- h. Appoint or act as the Allen Park Community Council representative;
- i. Area Marquee;
- j. Local television stations;
- k. Community service group or organizations;
- l. Other booster groups

**SECTION 4 MEMBERSHIP CHAIRPERSON**

It is the responsibility of the Membership Chairperson and the Membership Committee:

1. To promote an active role in participation within the Allen Park High School Music Boosters.
2. To collect all annual dues and keep an up-to-date record of dues paying members.
3. To maintain a list of eligible voting members and to make the list available at General Membership Meetings for the purposes of voting.
4. To assemble, distribute and maintain a Music Department roster.
5. To develop a phone pyramid to be used to keep the membership informed of meetings or activities.

**SECTION 5 STUDENT BOARD OF DIRECTORS**

It is the responsibility of the Student Board of Directors to:

1. Attend General Membership Meetings and Special Membership Meetings of the Allen Park High School Music Boosters.
2. Arrange for student representatives for all Booster functions and fundraising events.

**SECTION 6 ADULT CHOIR REPRESENTATIVE**

It is the responsibility of the Adult Choir Representative to:

1. Attend Executive Board Meetings, General Membership Meetings and Special Membership Meetings of the Allen Park High School Music Boosters.
2. Act as a liaison between the Allen Park High School Music Boosters, the students and their families.

**SECTION 7 ADULT COLOR GUARD REPRESENTATIVE**

It is the responsibility of the Adult Color Guard Representative to:

1. Attend Executive Board Meetings, General Membership Meetings and Special Membership Meetings of the Allen Park High School Music Boosters.
2. Act as a liaison between the Allen Park High School Music Boosters, the students and their families.

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**ARTICLE VII – BOARD OF DIRECTORS**

- SECTION 1 The Board of Directors shall consist of the elected officers (Executive Board of Directors) of the Allen Park High School Music Boosters, the Music Director, Standing Committee Chairpersons and the Student Board of Directors.
- SECTION 2 An elected officer may only serve 2 consecutive terms in an elected office, unless they are elected or approved by acclamation. In the event of a new Music Director, the current officers may be re-elected for an additional one-year term.
- SECTION 3 Regular meetings of the Board of Directors will be held within one week prior to the General Membership Meeting. The purpose of this meeting is to organize the General Membership Meeting Agenda.
- SECTION 4 Duties of the Board of Directors are as follows:
1. To see that all policies of the organization are carried out and to recommend appropriate policy changes as needed.
  2. To approve the plans of work of the Standing Committees.
  3. To review the expenditures and bills of the association submitted by the Treasurer, prior to the monthly General Meeting Membership.
  4. To submit proposed expenditures for approval to the Allen Park High School Music Boosters.

**ARTICLE VIII – MEETINGS**

- SECTION 1 Regular membership meetings shall be held the second Tuesday of each month. A majority vote of the members present shall constitute a quorum.
- SECTION 2 Special General Membership Meetings shall be called at the direction of the President. The Membership Chairperson shall notify members.

**ARTICLE IX – PARLIAMENTARY AUTHORITY**

- SECTION 1 Robert's Rules of Order, revised, shall govern this Association in all cases when they are not in conflict with the rules of this Association.

**ARTICLE X – AMENDMENTS**

- SECTION 1 This Constitution and By-Laws may be amended at any regular General Membership Meeting or Special General Membership Meeting of the Allen Park High School Music Boosters by a majority vote, consisting of two-thirds (2/3) of the voting membership present.

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- SECTION 2 A committee may be appointed by the President to submit a revised set of Constitution and By-Laws.
- SECTION 3 A proposed amendment to the Constitution and By-Laws will be read and distributed at a regular General Membership Meeting or Special General Membership Meeting of the Allen Park High School Music Boosters and tabled until the next regular or Special General Membership Meeting.
- SECTION 4 An amendment shall take effect immediately upon the announcement of its adoption.
- SECTION 5 Copies of the Constitution and By-Laws will be distributed to all members and any member requesting a copy at the September General Membership Meeting.

**ARTICLE XI – DISPOSAL OF ASSETS**

- SECTION 1 Upon the dissolution of the Allen Park High School Music Boosters, assets shall be distributed for one or more exempted purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code or corresponding section of any further Federal Tax Code, or shall be distributed to Allen Park Public Schools, County of Wayne for the public purpose. Any such assets not disposed of shall be disposed of by the Wayne County Circuit Court in which the principal office of this organization is 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.