



WALTER E STEBBINS HIGH SCHOOL MUSIC BOOSTERS CONSTITUTION  
MAD RIVER LOCAL SCHOOL DISTRICT

ARTICLE I NAME AND OBJECTIVE

Section 1 - The name of the organization shall herein be known as Walter E. Stebbins High School Music Boosters, hereinafter referred to as Music Boosters.

Section 2 – The purpose of the Music Boosters organization is to promote, encourage, and improve, the instrumental music programs throughout the Mad River Local Schools District while promoting camaraderie among music staff, students and parents.

ARTICLE II MEMBERSHIP

Section 1 – All parents and/or guardians of past and present Mad River Local Schools Music Department students, directors and appointed faculty or administration advisors are automatically members of the organization.

Section 2 – Voting members consist of any members present during a Music Boosters general membership meeting when a vote is conducted. The Executive Council, as defined in Article IV, has the right to conduct a vote among its members to make decisions that must be made in a limited time that cannot wait for the next general membership meeting.

ARTICLE III MEETINGS

Section 1 – At least four Music Boosters general membership meetings will be held each year. The meetings will be scheduled in February each year by newly elected officers in conjunction with the directors.

Section 2 – Special Music Boosters general membership meetings may be called at the discretion of the President. A reasonable effort must be made to notify all members and five of the eight officers must be present.

ARTICLE IV EXECUTIVE COUNCIL

Section 1 – The Executive Council shall consist of the President, Vice President, Treasurer, Secretary, Uniform Coordinator, Fund-raising Coordinator, Music Camp Coordinator and Prop Coordinator, as identified in Article IV, Section 2, and the Music Department Directors. A “Big Trip Coordinator” will be

elected for the year a big trip (i.e., Disney) is scheduled. A booster member must be in good financial standing (not be in arrears on any accounts) with the booster organization to be eligible to hold office.

## Section 2 – Duties of the Officers:

**President:** Responsible to conduct all meetings, both Executive Council and Music Boosters general membership. Is expected to be the direct liaison between the Music Department Directors and the parent/guardian boosters; prepares agenda to be sent to all music booster members before all meetings and is required to attend all Stebbins Executive Booster meetings. The president will be a signature authority on all business accounts. Designates the Vice-President to preside and/or represent at meetings when absent.

**Vice-President:** Acts in the place of the President when designated. Is responsible for coordinating publicity and will assume the duties of the President if the position is vacated. The Vice-President also chairs the nominating committee for each officer election. The Vice-President will be a designated signature authority on business checks. The Vice-President should coordinate any special events.

**Treasurer:** Is responsible for maintaining all books of financial record. Maintains student music accounts (see Article V, Section 6), prepares and signs checks within the authority granted by the Music Boosters. All checks will require dual signatures (Treasurer and President or Vice President). Reports financial status to Executive Council and Music Boosters general membership at all meetings, prepares annual budget with the President and Vice President for Executive Committee approval for the year elected and prepares financial records for annual audit.

**Secretary:** Records minutes of all Executive Council and Music Boosters general membership meetings and forwards copies to Music Boosters, directors and advisors. If more than one person is nominated for an office, a written ballot is required. The Secretary will be responsible for providing a written ballot at the meeting. Handles all correspondence of the organization to include notes of appreciation, and invitations to special events, plus “sunshine” responsibilities, i.e.: sending flowers and sympathy or get-well or thank-you cards/notes, etc. Maintains e-mail distribution list of parents, students, and other boosters. Sends e-mail notifications/updates to list at request of director.

**Uniform Chairperson:** Responsible for the issuance and recording of any uniform item issued to students. This includes determining that all uniforms are properly fitted. At the end of the season, the uniforms are to be collected, cleaned and appropriately stored. Responsible for accurate documentation for uniform replacement/issue items throughout the year, i.e.: socks, shoes, gloves, etc. Any funds collected or expended will be recorded. All replacement and/or issue items must be paid for at or before time of receipt.

**Fund Raising Chairperson(s):** Responsible for overseeing all fund raising activities.

**Band Camp Chairperson(s):** Responsible for the administrative activities associated with Band Camp.

**Prop Coordinator:** Responsible for design and construction of marching band props. Will request assistance from other boosters as required. Will be responsible for the purchase of prop materials with money provided by treasurer.

Big Trip Coordinator: Responsible for assisting director with any required paperwork / organization / medical forms in preparation for big trip (i.e., Disney). This position will only be filled for years of scheduled big trip. Next big trip is 2021-2022 school year.

Concession Stand Coordinator: Responsible for managing concessions during home volleyball, basketball, wrestling and other school events. Responsible for maintaining equipment; for accurate documentation of sales and purchasing of products being sold in concession stand. Scheduling volunteers to assist with working concessions. Coordinator will have a bank account using Music booster Federal tax ID. The treasurer will have access to account for tax proposes. Reports financial status to Music Boosters general membership at meetings, prepares annual budget with the President and Vice President for Executive Committee approval for the year elected and prepares financial records for annual audit.

Section 3 – Upon vacancy of any elected position on the Executive Council except President, the President shall appoint a person to fill the vacancy with the majority approval of the Music Boosters.

Section 4 – Meetings of the Music Boosters will be held on the second Tuesday of each month (with the exception of June), or as needed at the direction of the President. All officers must submit a report to the President prior to the meeting to be included on the agenda. It is recommended that the Executive Council meet prior to the first general meeting of the new school year.

Section 5 – Election of Officers: The slate of officers shall be presented and nominations accepted from the floor at the November Music Booster general membership meeting. Nominations will be voted on and officers elected at the December meeting.

Nominations will be accepted from the floor. In the event more than one individual is nominated for an office, a written ballot will be required for that office. The nomination committee members shall be responsible for counting ballots unless they are on the ballot. In the event this situation arises, a person from the General Membership shall be appointed by the President.

Section 6 – Officers elected in December shall “shadow” the current officers in their elected position. The term for all officers shall run from the end of one school year to the end of the next (approximately June 1 through May 31).

Section 7- Removal of an Elected Officer for cause detrimental to the program will be approved by a ¾ majority vote of the executive officers.

#### ARTICLE V EXPENSES, FUND RAISERS, ETC.

Section 1 – The projected expenses (budget) must be prepared and approved each year by the Executive Council and Music Department Directors. Emergency expenses may also be approved by the Executive Council.

Section 2 – The **Executive Council** is authorized to spend no more than \$100 greater than any individual budgeted item in the approved budget or non-budgeted individual item not in the approved budget unless approved by a vote of the Music Boosters general membership.

Section 3 – An audit of the financial books must be performed annually by an independent auditor and submitted to the Stebbins Executive Boosters.

Section 4 – Uniform maintenance/replacement fund, exclusive of cleaning costs, must be placed in the bank account and must not be considered as part of the cash flow of the treasury.

Section 5 – All fund raisers must be approved by the Music Boosters. An activity report must be submitted to the Stebbins Executive Boosters and a copy given to the district's Activity Director for coordination on the school calendar. All fund raisers must be pre-paid when possible, that is to say, funds are to be collected at the time the orders are placed and not at the time of delivery. Fund raisers designated as Student Music Account eligible should utilize a 65/35 split, where 65% of the net profit goes into the general fund account and 35% into the student's music account during a non-big trip year (year without a major trip to Disney for example), and a 55/45 split during a big trip year where 55% of the net profit goes into the general fund account and 45% goes into the student's music account. A big trip occurs every four years.

Section 6 – A student music account is established giving each student the opportunity to earn credit from designated fund raisers to offset music camp, music/voice lessons and big trip expenses. Per the IRS, funds cannot be transferred between siblings or other students. Funds can only be used by the student. Any funds remaining in an individual account upon a student's graduation will be transferred to the General Fund.

Section 7 – Music Program Fees: Any camp related or music fee is due in full one week before the first day of the camp. Any student whose fee is not paid in full prior to the start of the camp shall not participate in the camp until the fee is paid or a fee waiver or payment arrangement has been established and approved by the Executive Council. When possible, there will be a discounted fee for multiple children from the same family (i.e., \$50 less for 2<sup>nd</sup>, 3<sup>rd</sup>, etc. child within same family).

Section 8 – No part of the net earnings of the organization shall be distributed to its members, trustees, officers, or other private persons, except to pay reasonable compensation for services rendered. The organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. All activities will comply with Section 501(c) (3) of the Internal Revenue Code.

Section 9 – Upon disbandment of the organization, assets shall be donated to another non-profit organization which supports the students in the Music Department of the Mad River Local School District grades 5 – 12.

All activities will comply with Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the federal government, or to a state or local government, for a private purpose.

#### ARTICLE VI PARLIAMENTARY AUTHORITY

“Robert's Rules of Order-Newly Revised 10<sup>th</sup> Edition shall govern the proceedings of the group in all cases to which they are applicable and in which they are not inconsistent with this Constitution.

#### ARTICLE VII AMENDMENTS

Amendments to this Constitution shall be submitted at a regular meeting of the Music Boosters, discussed and then voted on at the next meeting. A majority of those present at the meeting shall be required to pass such amendments.

Revisions: November 18, 1993, March 21, 1994, November 1997, April 25, 2006, November 4, 2008, October 11, 2010, September 1, 2011, May 1, 2013 May 1, 2017, August 13, 2018

We have hereunto subscribed our names this day of \_\_\_\_\_ 20\_\_\_\_ in witness whereof.