



Flushing Band and Orchestra Boosters, Inc.

*Flushing Band and Orchestra Booster Volunteer Philosophy
"Every student plays, every parent helps just a little....please"*

Constitution and Bylaws

Constitution

Article I Organizational Identification

- Section 1. The name of this organization shall be:
FLUSHING BAND AND ORCHESTRA BOOSTERS, INC.
- Section 2. The organization is incorporated under the laws of the State of Michigan as a non-profit corporation. The organization is exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code. The organization has Federal Employer Identification No. 38-2091454.

Article II Objectives

- Section 1. To arouse and maintain an enthusiastic interest in the activities and necessary projects as agreed to by the organization, faculty directors and school administration for the sole interest of the instrumental music program.
- Section 2. To cooperate with the directors to the end that the programs be brought to and kept at the highest degree of efficiency. To build and maintain an organization which will help promote the general activities of the school instrumental music program by lending both moral and financial support to said program.
- Section 3. It is understood that in no way shall the Boosters interfere with the duties and responsibilities of the faculty directors.

Article III Membership

- Section 1. Anyone interested in maintaining and supporting the organization's objectives who is a parent, legal guardian, or a supporter of a present or former Flushing Community School instrumental music program student is eligible for membership.

Article IV Structure

- Section 1. Executive Board:
The elected members of the Executive Board shall consist of President, Vice President, Second Vice President, Third Vice President, Recording Secretary, Treasurer, Assistant Treasurer, Historian, and Chairpersons for Hospitality, Publicity, Volunteer, Information Systems and the immediate Past President.
- Section 2. Term of Office:
a. The term of office of the elected officials shall be one year.

Article V Rules of Order

- Section 1. Meetings of the organization shall be conducted in compliance with “*Robert’s Rules of Order*,” so long as they are not inconsistent with the Bylaws of the organization.

Bylaws

Article I Responsibilities

- Section 1. President:
b. Shall preside at all General Membership and Executive Board Meetings.
c. Shall be spokesperson for the organization.
d. Shall administer the Constitution and Bylaws.
e. Shall work with the directors in December and January to create a fiscal year Booster schedule of events for executive board and membership approvals. The schedule of events will drive the budget and fundraising events. Aforementioned documents sent to Historian for filing yearend.
f. Shall be responsible for incoming and outgoing correspondence.
g. Shall review and co-sign the Michigan Annual Report and Federal Tax Return form 990 with Treasurer.
h. Shall be responsible for annual review of Constitution and Bylaws, Business Plan, and Schedule of Events with the membership. Bylaw and Constitution revisions require submission of State approval forms for approval. Said documents to be kept in locked file cabinet in Flushing High School Band Room director’s office.
- Section 2. First Vice President:
a. Shall be director of finance.
1. Shall be chairperson of the budget committee.
2. Shall develop an annual budget in February for presentation to the

executive board in April and general membership meeting in May.

3. Shall oversee financial responsibilities.
- b. Shall assume the responsibilities of the President when the President is absent or resigns.
- c. Shall coordinate scheduling and oversee a portion of the operations of any fund raising and logistics committee activities so designated by the Executive Board.

Section 3 Second Vice President:

- a. Shall be a member of the budget committee.
- b. Shall coordinate scheduling and oversee a portion of the operations of any fund raising and logistics committees' activities so designated by the Executive Board.
 1. Shall be chairperson of the fundraising committee

Section 4 Third Vice President

- a. Shall coordinate scheduling and oversee a portion of the operations of any fund raising and logistics committee activities so designated by the Exec. Board.
- b. Shall be the chairperson of the awards committee.
- c. Shall be chairperson of the election committee.
- d. Shall be the administrator of elections.

Section 5 Recording Secretary

- a. Shall take General Membership and Executive Board Meeting minutes and keep on file a record of said minutes and agendas.
- b. Shall keep membership and attendance records.
- c. Shall distribute copies of the minutes at appropriate meetings.
- d. Shall create e-mail newslines as required from meeting minutes in conjunction with Publicity and Information Systems Chairpersons.
- e. Shall maintain student/parent data base.
- f. Shall make available upon request a copy of the minutes to the President and School Administration two weeks prior to the next meeting.

Section 6 Treasurer

- a. Shall be a member of the budget committee and maintain a running account against the budget.
- b. Shall receive all the funds and receipts, make disbursements and maintain a ledger book for the organization.
- c. Shall have a financial report available for any member of the organization at the request of the executive board.
- d. Shall present a financial report at general membership and executive board meetings.
- e. Shall make disbursements as authorized by the executive board.
- f. Shall provide an annual financial statement.

- g. Shall prepare and submit the Michigan Annual Report for non-profit organizations by October 1st annually and non-profit Federal Tax Return Form 990 by October 15th annually.
- h. Shall prepare and submit the Michigan Annual State Sales Tax Report by its deadline.

Section 7 Assistant Treasurer

- a. Shall be a member of the budget committee.
- b. Shall be authorized to sign checks in the absence of the treasurer.
- c. Shall be able to present a financial report in the absence of the treasurer.
- d. Shall assist the treasurer in carrying out all assigned responsibilities.
- e. Shall be responsible for collecting, recording and tracking student fund raising and payment accounts.

Section 8 Hospitality Chairperson

- a. Shall arrange refreshments and location of Booster meetings.
- b. Shall arrange for refreshments and working committee (when needed) at all social functions.
- c. Shall arrange for refreshments and provide for Judges and Directors meals at band functions.

Section 9 Historian

- a. Shall maintain an organizational history.
- b. Shall organize traditional activities of students and the organization.
- c. Shall maintain prior year annual schedule of events, fundraisers and activity process templates.
- d. Will assist the Publicity Chairperson with external communications as required.

Section 10 Publicity Chairperson

- a. Shall publicize all band and orchestra functions.
- b. Shall publicize performances whether individual or group.
- c. Shall advertise all activities pertaining to fundraising.
- d. Shall send notification of general membership meetings.
- e. Shall be responsible for publication and distribution of the bi-monthly newsletter.

Section 11 Information Systems Chairperson

- a. Shall be responsible for organizational communications. Will work with the President, Publicity Chairperson and Secretary to insure a communication network is established which will allow for fast, responsive, and accurate communications.
- b. Shall develop and/or maintain the Flushing Band and Orchestra Boosters, Inc. Internet Website in conjunction with the Flushing Community School Administration policies.

- c. Shall develop and/or maintain the electronic files and databases of the organization. This information is to be considered confidential and will only be utilized by the Executive Board as it relates to organizational activities.
- d. Shall assist with the graphic development of Flushing Band and Orchestra materials.
- e. Shall assist directors with the development of the Raider Marching Band Spring Orientation Manual, Summer Band Camp Student and Chaperone Handbook.

Section 12 Volunteer Chairperson

- a. Shall be responsible for the administration of the Flushing Band and Orchestra Booster volunteer philosophy and process as named, “Every student plays, every parent helps just a little....please”.
- b. Shall be responsible for the communication of said volunteer philosophy and process to the organization.
- c. Shall create a common volunteer process template forms.
- d. Shall request from individuals leading Booster volunteer activities, a completed process templates form describing how thing were done.
- e. Shall document volunteer requirements for all activities.
- f. Shall provide volunteer sign up sheets to individuals leading volunteer activity.
- g. Shall assist executive board in locating lead parents for all volunteer activities.
- h. Shall activate the calling committee as required.
- i. Shall forward all volunteer documents to Historian for annual filing.

Section 13 Faculty Directors

- a. Shall present annual budget and special requests to the budget committee.
- b. Shall be spokesperson for the instrumental music programs.
- c. Shall present band and orchestra schedule of events calendar in January and student roster in September of each year.
- d. Shall attend executive board and general membership meetings.
- e. Shall advise board of schedule changes.
- f. Shall be a member of the budget and election committee.

Article II Meetings, Revenues, Expenditures, Standing Committees

Section 1. Meetings:

- a. General membership meetings shall be held monthly, with the dates to be determined at the February executive board meeting after the new board officers have been elected.
- b. Executive Board meetings shall be held as required.

Section 2. Fiscal Year:

- a. The fiscal year of the organization shall be June 1 to May 31.

Section 3. Unbudgeted Expenditures:

- a. By agreement of three of the following officers (President, First Vice President, Treasurer, Assistant Treasurer) or Directors expenditures not to exceed \$200.00 (two hundred dollars) may be authorized for miscellaneous unbudgeted expense.

Section 4. Delinquent Collections:

- a. A list of all delinquent collections for fundraisers shall be kept by the Assistant Treasurer.
- b. A certified letter shall be sent to the parents of the delinquent student.
- c. Any student that has an outstanding balance may be precluded from participating in any subsequent fundraisers or activities until his or her account is settled in full unless other arrangements are made through the executive board and directors.

Section 5 Fund Raising and Support Activities Standing Committees/Chairpersons:

- a. All organizational activities shall be divided up among the executive board members at the beginning of their term. Board members will assist the Volunteer Chairperson by locating a lead parent for each activity they are responsible for. Lead parents will be responsible for locating committee member volunteers to run the activity.
- b. May include:
 1. Used Instruments Resource
 2. Budget
 3. Communications
 4. Michigan Invitational Tournament - MIT
 5. Uniform Distribution
 6. Sewing
 7. Equipment Logistics (Casper)
 8. Election
 9. Uniform Part Sales
 10. Parent Calling Committee
 11. Newspaper Recycling Student Team Calling Committee
 12. Marching Band Camp
 13. Marching Band Banquet
 14. Newspaper Recycling
 15. Bill Knapp's Receipts Collection
 16. Rummage Sale
 17. Magazine Sale
 18. Concession Stands Sales
 19. Booster Items Sales
 20. Hanging Flower Basket Sale
 21. Discount Card Sales
 22. Fruit, Nut, and Candy Sale

23. Wreath Sales
 24. Bueche's Receipts Collection
 25. Spaghetti Dinner
 26. McDonald's Pancake Dinner
 27. Pop Can Drives
 28. Car Washes
 29. Target Charge Card Points
 30. Chaperones
 31. SCRIP: Booster Gift Certificate Sales
 32. JCPenny's "Work a Day" Fundraiser
- c. Fundraising committees involving student accounts shall coordinate their activities with the Assistant Treasurer.
 - d. Fundraising committee chairpersons shall present a written report to the officer coordinating their activity.
 1. The report shall be made available for the General Membership
 2. Shall include all major expenses and income
 3. Ongoing committees with inventory shall provide at least two oral reports and one written report annually.

Section 6 Student Accounts

- a. Money earned by students through Band/Orchestra fundraisers will be apportioned to individual student accounts. The student account will remain within the immediate family and may be transferred to a sibling and in any case may only be used for Band and Orchestra functions and activities as approved by the executive board and directors.
- b. Any student account balance remaining at the end of a family's participation in the instrumental music program will be retained by the Flushing Band and Orchestra Boosters, Inc. and placed in the general fund.

Article III Quorum

- Section 1. A majority of the executive board and one ~~faculty~~ director or his authorized representative must be present to constitute a quorum at any general membership or executive board meeting.

Article IV Elections and Vacancies

- Section 1. Elections:
- a. The election Committee shall present a slate of officers at the December general membership meeting.
 - b. The officers are to be elected by ballot at the January general membership meeting.
 - c. Nominations may be made from the floor at the January general membership

meeting.

- d. Joint new/old executive board meeting to take place in January .
- e. Elected officers shall assume duties on the first day of February annually.
- f. A majority vote of the members present shall constitute election.

Section 2. Vacancies:

- a. If a vacancy occurs during the term of office the executive board shall select a replacement to fulfill the unexpired portion of the vacated term.

Article V Constitution and Bylaw Revisions

- Section 1.** The Constitution and Bylaws will be reviewed annually by the executive board and changes approved by a majority of the members present at any general membership meeting.

Article VI Indemnity Clause

- Section 1.** The Flushing Band and Orchestra Boosters, Inc. is not organized for profit, nor shall any of its net earnings inure in whole or in part to private stockholders, members, employees, or other individuals.

The executive board of directors of the Flushing Band and Orchestra Boosters, Inc. shall have the general direction, control and management of the business of the organization. They shall have the power to lease, purchase, convey, pledge and sell personal property and to make all such contracts and agreements on behalf of the organization as they deem needful or convenient for the successful prosecution of its purposes and operations. They shall authorize certain officers to execute corporate instruments, contracts, borrow and sign checks for and on behalf of the organization. They shall appoint or remove committees and prescribe their duties, but no committee, except the executive committee, shall have the power to obligate the Flushing Band and Orchestra Boosters, Inc. to any program, contract or commitment unless authorized by the executive board of directors.

The members of the executive board of directors, being of and in a voluntary and advisory capacity on behalf of the organization, are herein personally and individually indemnified for the actions, contracts and debts of the organization. Indemnification protection does not apply to intentional wrongdoing or dishonesty, such as theft.