

**Bylaws of  
North Farmington Music Boosters**

**Article I**

**Name**

The name of the organization shall be the North Farmington High School Music Boosters, herein referred to as Boosters.

**Article II**

**Purpose of Organization**

To provide services and financial support to programs and functions of the music department of North Farmington High School, Farmington Hills, Michigan. The organization will remain a nonprofit forever.

**Article III**

**Meeting of Members**

All families who have students participating in Orchestra, Band and/or Choir are Members. There shall be an Annual Meeting of Members of the organization and such other meetings as the BOARD OF GOVERNORS shall direct. The date and site of the meeting(s) shall be set by the voting members of the BOARD OF GOVERNORS.

Members shall be notified of meetings not less than 10 or more than 40 days in advance.

A quorum shall be deemed present at the Annual Meeting of Members or other membership meeting if at least a majority of voting members are present.

**Article IV**

**BOARD OF GOVERNORS**

Section 1. Number and Term of Office: The members shall elect at least five (5) and no more than twenty-six (26) individuals who are members of the BOARD OF GOVERNORS and are the parent or guardian of a student in any academic or extracurricular instrumental music program offered by North Farmington High School, to serve on the BOARD OF GOVERNORS for a one year term. Terms shall coincide with the fiscal year of the organization. However, there may be times the Board changes the fiscal year, if approved by the majority of the voting members of the Board of Governors.

Of the 26 positions, the 9 permanent voting positions are President, Vice President of Choir, Vice President of Band, Vice President of Orchestra, Secretary, Treasurer, Webmaster, Uniform Coordinator and Vice President of Fundraising. The Board of Governors can assign one of the other non-voting positions to be a voting position if a department (band, orchestra, choir, treasury, uniform, and fundraising) is not represented due to vacancy in the 9 permanent voting positions. If any of the other non-voting positions requests to be a voting position for the term, can commit to being present to vote and the maximum number of fifteen (15) voting positions has not yet been met, the voting members of the Board of Governors can approve the request.

The voting positions of the Board of Governors shall also be referred to as the Officers of the Board of Governors.

Section 2. Directors: Any teacher employed by the Farmington Community School District to instruct music at North Farmington High school shall be considered a non-voting member of the BOARD OF GOVERNORS.

Section 3. Nomination & Election: A nominating committee, consisting of more than one member from the BOARD OF GOVERNORS (except for Directors) shall be appointed by the President not less than 45 days before the Annual Meeting of Members. The nominating committee will submit a list of candidates no later than 15 days before the Annual Meeting of Members. Additional nominations can be made during the Annual Meeting. The Nominating Committee can change the term limit for any position with the approval of the voting members of the Board of Governors.

Section 4. Powers & Duties: The BOARD OF GOVERNORS shall have the power to make rules and provisions consistent with these bylaws for carrying out the work and activities of the organization; to approve budgets and expenditures; and have charge of all property of the organization.

Section 5. Meetings: The President shall call meetings of the BOARD OF GOVERNORS as the occasion warrants provided the Board of Governors must meet at least three times each year, The president must call a meeting of BOARD OF GOVERNORS within thirty days if requested in writing by one third of the members of the BOARD OF GOVERNORS.

Section 6. Quorum: A majority of the voting members of the BOARD OF GOVERNORS shall constitute a quorum. All decisions, unless otherwise specified, shall be by majority vote. A two thirds majority of voting members of the BOARD OF GOVERNORS present is required to approve the annual budget. If the same person fulfills multiple voting positions, that person can only execute one vote.

Section 7. Vacancies: Any vacancies on the BOARD OF GOVERNORS can be filled by appointment of the President with approval of the voting members of the BOARD OF GOVERNORS. If the President position is vacant, the Vice Presidents of each Department fulfill the President's responsibilities until a new President is approved by

the active voting members of the Board of Governors. If a Cashier position is vacant, the Treasurer fulfills the responsibilities of the vacant cashier position until a new Cashier is approved by the voting members of the Board of Governors.

Section 8. Suspension & Expulsion: A member of the Board of Governors may be suspended or expelled from their position for due cause by a majority vote of the voting members of the BOARD OF GOVERNORS.

## **Article V**

### **Officers**

Section 1. Officers: The officers shall be a President, a Vice President of Choir, Vice President of Band, Vice President of Orchestra, Vice President of Fundraising, Webmaster, Uniforms, a Secretary and a Treasurer. Officers are the voting members of the BOARD OF GOVERNORS.

Section 2. Term: All officers shall hold office for one year, unless modified by majority vote by the voting members of the Board of Governors.

Section 3. Staff: The BOARD OF GOVERNORS at its discretion may employ or retain staff or outside consultation as it may consider appropriate.

## **Article VI**

### **Duties of Officers**

Section 1. President: The President shall preside at all meetings of the organization and its BOARD OF GOVERNORS. The President assists as necessary to keep the organization running smoothly. The President may solicit assistance for responsibilities.

Section 2. Vice Presidents of each Department (Band, Orchestra, and Choir): Each Vice President is responsible for representing their Department (Band, Orchestra, and Choir), maintaining communication with the Department Director and assisting with the needs of that Department. The Vice Presidents shall assume the duties of the President at the latter's request or absence, and shall fulfill the duties of the presidency if that office shall become vacant.

Section 3. Secretary: The Secretary of the organization shall attend all meetings of the organization as much as possible and keep an accurate record of proceedings. The Secretary may delegate responsibility for these duties in a reasonable manner including handling the secretarial responsibilities if the Secretary is unable to attend a meeting.

Section 4. Treasurer: The Treasurer shall oversee and properly account for the receipt and expenditure of funds of the organization and render a report of finances at the Annual Meeting of Members and as may be requested by the BOARD OF GOVERNORS. Treasurer develops the annual budget that is presented to the voting members of the BOARD OF GOVERNORS for approval. Treasurer files taxes. Treasurer oversees the activities of the Department Cashiers and may meet with the Cashiers regularly. The Treasurer may delegate responsibility for these duties in a reasonable manner but also assumes responsibilities of cashiers in absence of cashiers. When the Treasurer must seek expense reimbursement, the President must review, confirm and if appropriate approve reimbursement.

Section 5. Webmaster: The Webmaster is responsible for the organization's online presence and manages the organization's software. The Webmaster may be asked to send out communication messages.

Section 6. Uniform Coordinator: The Uniform Coordinator oversees the uniform inventory, its distribution, collection and payments.

Section 7. Vice President of Fundraising: The Vice President of Fundraising oversees the fundraising activities of the organization.

## **Article VII**

### **Non-Voting Board of Governor Members**

Section 1. Non-Voting Board Members: Other Non-Voting BOARD OF GOVERNOR Members consists of Department Tag Day, Department Can Bottle Drive, Department Uniform Assistants, Department Cashiers, Marching Band Coordinator and Guard Coordinator.

Section 2. Cashier: The Cashiers assist the Treasurer and may be asked to handle the day to day monetary transactions including making deposits, issuing checks, maintaining the student accounts, and balancing financial reports for events.

Section 3. Marching Band and Guard Coordinators: The Marching Band Coordinator assists the Band Director with Marching Band needs. The Guard Coordinator assists the Marching Band Director with Color Guard needs.

Section 4. Uniform Assistants: The Department Uniform Assistants assist the Uniform Coordinator.

Section 5. Department Positions: The Departmental positions also support the Department.

## **Article VII**

### **Committees**

Section 1. Tag Day Committee and Can Bottle Committee: These are standing committees responsible for Tag Day fundraising and Can/Bottle drive fundraising. Tag Day Committee organizes a fundraising event to solicit donations from the community. The Can and Bottle Committee organizes a fundraising event to collect and process returnables from the community.

Section 2. Additional Committees: The BOARD OF GOVERNORS may form additional standing committees to oversee and perform the work for the organization as may be appropriate. In addition, the BOARD OF GOVERNORS may from time to time appoint committees that are assigned specific tasks or activities whose existence will sunset when their task(s) are complete.

## **Article VIII**

### **General Provisions**

Section 1. Dues: Dues, if applicable, shall be established by the BOARD OF GOVERNORS of the organization.

Section 2. Procedure: In absence of any special rules of procedure, Robert's Rules of Orders shall be the guide of the organization in all matters of parliamentary practice.

Section 3. Fiscal Year: The Fiscal Year of the organization shall be from August 1 through July 30 of each year. However, if the voting members of the BOARD OF GOVERNORS deems it necessary to modify the fiscal year, the Board has the authority to do so as such with a majority vote.

Section 4. Budget: An annual budget will be presented by the Treasurer and approved by the voting members of the BOARD OF GOVERNORS at the beginning of each school year. Any expenditures that arise during the school year that was not approved at the beginning of the school year requires voting member BOARD OF GOVERNORS approval by majority vote.

Section 5. Indemnification: The organization shall Indemnify any and all of its current or former officers, directors, committee members agents, and staff against expenses, judgments, decrees, fines, penalties and amounts paid in defense or settlement of pending or threatened civil or criminal proceedings or other claims in which they are made parties in connection with or related to their being or having been officers, directors, committee members agents, or staff of or to the association, to the full extent of the law.

Section 6. Amendments: A proposed amendment to the bylaws of the organization may be initiated by a majority vote of a quorum of the BOARD OF GOVERNORS. Amendments to the bylaws may be implemented by majority vote of the BOARD OF GOVERNORS via email correspondence when necessary.

**Article IX**  
**Dissolution**

Upon dissolution of the organization and after payment of the organization's obligations, all assets and real and personal property remaining will revert to another 501(c)3 organization determined by the voting members of the BOARD OF GOVERNORS. BOARD OF GOVERNORS will strive to identify an organization that is committed to the fine arts programs of North Farmington, or Farmington School District in general.

Bylaws Adopted August 2023. (See attached minutes or email voting approvals.)