

CONSTITUTION AND BY-LAWS  
OF  
RICHMOND BAND BOOSTERS INC.

RICHMOND, MICHIGAN

**\*\*\*\*\*PREAMBLE\*\*\*\*\***

**The Constitution and By-Laws will constitute the rules and regulations of the Richmond Band Boosters Inc. The membership may make changes and amendments provided they do not conflict with the rules and regulations of Richmond Community School.**

**By strict compliance to this Constitution and By-Laws, we will honorably and efficiently transact the necessary business of the Richmond Band Boosters Inc. to the mutual benefit of all members.**

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## **ARTICLE I - NAME**

This document establishes the Richmond Band Boosters of Richmond, Michigan (herein after referred to as Band Boosters)

## **ARTICLE II – MISSION STATEMENT**

The mission of the Band Boosters is to organize and operate exclusively to promote, aid and assist the Richmond Community Schools instrumental music program, including the marching band, concert band, middle school bands, jazz band, color guard and other auxiliary groups (herein after referred to as Richmond Bands).

## **ARTICLE III – OBJECTIVES**

- a. To support the general activities of the Richmond Bands by voluntarily assisting and providing support.
- b. To conduct fundraising activities.
- c. To assist in providing financial support for activities, equipment and/or uniforms (not provided for in the regular school budget), educational trips, band camp and scholarships as funds allow.
- d. Additional expenses by necessity and vote by membership.
- e. To promote and encourage parent and community involvement.
- f. To support the director(s) of Richmond Bands and his/her staff.

## **ARTICLE IV – POLICIES**

### **Section A**

- a. Band Boosters shall not seek to control or direct the educational program of the Richmond Bands which it supports.
- b. All instrumental music students in the Richmond Bands are eligible to receive the benefit of any activity sponsored by the Band Boosters.
- c. Band Boosters may cooperate with other organizations in furthering its objectives provided no commitments are made to bind its members without a vote of the members.
- d. No political party or candidate shall be endorsed by the Band Boosters.
- e. The name of the Band Boosters or the names of its officers in their official capacities shall not be used for the benefit of any partisan interest or for any purpose other than the regular work of the organization.
- f. No part of its earnings shall benefit any person(s) who are members, directors or officers.

### **Section B**

- a. All items purchased for or donated to the Richmond Bands are considered to be the property of the Richmond Community Schools.

### **Section C**

- a. The President and Treasurer shall be listed on the bank account(s).
- b. No expense shall be paid without approval from the Board with the only exception being expenses paid in an amount less than \$50.00.
- c. The President and Treasurer shall have on line banking privileges and as such shall have access to necessary passwords and/or other information necessary.

## Section D

- a. The Band Director is to attend meetings and is a non-voting member of the Executive Board.

## ARTICLE V – MEETING

- a. General and Executive Board meetings may be held once a month or as often as deemed necessary.
- b. Meeting schedule to be determined at the first meeting of the school year.
- c. Executive Board may meet prior to the general meeting for the purpose of preparing an agenda and finalizing any business prior to the next General meeting.
- d. Additional meetings may be called by the President or Executive Board.
- e. Notice of all general meetings shall be given by announcement at any of the general meetings.
- f. Notice of any additional meetings of the Band Boosters shall be made by announcement, and/or U.S. mail, email, telephone call, social media or written notice sent home via Richmond Band students.

## ARTICLE VI – MEMBERSHIP

### Section A

- a. Membership is open to all parents and guardians of Richmond Community Schools instrumental music students and any adult interested in the promotion of excellence of the Richmond Bands who are willing to uphold these ideals and By-laws.
- b. Members are encouraged to volunteer their time and talents to the Band Boosters.
- c. The privilege of voting and introducing modifications will be open to all participating members who have no outstanding debt with the Band Boosters before Christmas break of the current school year except in the case of a new incoming student.
- d. Student band fees will be determined at a meeting of the previous school year.
- e. Those who still have debt with the Band Boosters by Christmas break, will be considered non-voting members.
- f. The Band Boosters do not discriminate in admissions, access, treatment of employment in its programs and activities on the basis of race, color, gender, age, national origin, religion, sexual orientation or disabling condition.

### Section B

- a. At least 50% of the Board present at any Band Booster meeting shall constitute a quorum.
- b. All actions of the Band Boosters shall be approved by majority vote of the members present at such meeting and have no debt with the Band Boosters.
- c. Once a member pays his/her debt to the Band Boosters that member has one (1) vote per motion or election.
- d. Motions and voting can be made verbally, in writing, by email and be presented at regular and additional meetings of the Band Boosters.
- e. In unusual or unforeseen circumstances, the Executive Board may take necessary action without a vote of the general members of the Band Boosters.
- f. The Band Boosters members must receive an explanation of this action at the next general meeting.

## Section C

- a. The responsibilities of members are to attend regularly scheduled meetings, additional meeting and activities.
- b. All volunteers who have direct contact with students must have a background check per school policy.
- c. If any member is unable or unwilling to abide by the Constitution and By-laws they will be prohibited from voting and volunteer opportunities.

## ARTICLE VII- PRIVACY

- a. Richmond Band students including Executive Board's children will not be allowed to be privy to private information of band students, their families, instructors or administrators.
- b. Students shall not have access to offices, storage rooms, safes or any other areas requiring keyed access without prior consent of the Executive Board or the directors(s) of Richmond Bands.

## ARTICLE VIII – OFFICERS AND ELECTIONS

### Section A

- a. The Officers of this organization shall consist of four Executive Officer positions; President, Vice President, Secretary, Treasurer. There may also be as many Officer at Large positions as deemed necessary by the Executive Officers. Executive Officers and Officers at Large shall be voting members of the Board.
- b. Nomination for the following school year shall take place during the April general meeting.
- c. Only persons signifying consent to serve, shall be nominated for the elected office.
- d. Officers shall be elected by majority vote of the Band Boosters who have no debt with the Band Boosters and are present at the General Membership Meeting in May.
- e. Officers shall serve one (1) year terms.
- f. Executive Officers may only be re-elected for the same position for up to four (4) consecutive years.
- g. In the event there are two members from the same family on the board, they may both vote only if there are 5 or more Board members present to vote.
- h. Officers shall have a student in the Richmond Community Schools Instrumental Band Program.

### Section B

- a. During elections absentee voting will only be allowed under unusual or unforeseen circumstances.
- b. The election shall be by ballot of members who have no debt with the Band Boosters and are in attendance at the May General Membership meeting.
- c. All officers are expected to attend two-thirds of the general meetings and participate in two thirds of the band calendar events to retain their position for the year.
- d. Retiring officers and incoming Executive Board must have a joint meeting prior to the June meeting of the Band Boosters.
- e. At the joint meeting retiring officers must turn over all materials incident to his/her office to the incoming officers. At this point the official duties of the retiring officers are complete.
- f. If deemed necessary by the director(s) of the Richmond Band each member of the executive board will have the band fee waived for (1) band student for each current year they hold an office.

## ARTICLE IX – DUTIES OF OFFICERS

### Section A – President

- a. The president shall preside at all meetings of the Band Boosters and the Executive Board.
- b. The president performs all other duties usually pertaining to the office.
- c. The president can vote on all issues.
- d. The president shall communicate regularly with the Band Director.

### Section B – Vice President

- a. The vice president shall act as aide to the president.
- b. The vice president shall assist the president in the performance of his/her duties and shall perform the duties of the president in his/her absence.
- c. The vice president can vote on all issues.

### Section C – Secretary

- a. The secretary shall serve under the direction of the president.
- b. The secretary shall prepare the agenda under the guidance of the president.
- c. The secretary shall record the minutes of all Band Booster meetings.
- d. The secretary shall record attendance at all General meetings.
- e. The secretary shall keep a roster of active members and past and current officers.
- f. The secretary shall coordinate correspondence such as band camp packets and notices of meeting.
- g. The secretary shall organize mailings.
- h. The secretary shall send Thank You notes to properly thank volunteers, benefactors and the community for their involvement.
- i. The secretary shall perform other duties as assigned by the president or Executive Board.
- j. The secretary can vote on all issues.

### Section D – Treasurer

- a. The treasurer shall serve under the direction of the president.
- b. The treasurer shall have charge of and be responsible for all of the Band Boosters funds.
- c. The treasurer shall make deposits in a timely manner.
- d. The treasurer shall be responsible for the maintenance of such books of account and records.
- e. The treasurer shall make disbursement of funds in accordance with the approved budget, as authorized by the Band Boosters.
- f. The treasurer shall keep accurate records of receipts and expenditures.
- g. The treasurer shall provide a statement of account at all scheduled Band Booster meetings.
- h. The treasurer shall assist in the preparation of a budget for the upcoming school year.
- i. The treasurer shall perform other duties as assigned by the president.
- j. The treasurer shall keep at least \$50.00 in a petty cash fund.
- k. The treasurer shall be responsible for the preparation and filing of tax records as required by law.
- l. The treasurer can vote on all issues.

### Section E – Officers at Large

- a. The officers at large shall serve under the direction of the president.
- b. The officers at large may be asked to do any of the following tasks:
  1. Prepare flyers and school announcements for all Richmond Bands and Band Boosters.

2. Provide the secretary with the information necessary to properly thank volunteers, benefactors and the community for their involvement.
  3. Oversee phases of fundraising for the purpose of increasing the funds available to the Band Boosters.
  4. Research proposed fundraisers.
  5. Chair fundraising committees.
  6. Direct fundraising activities.
  7. Arrange for collection of donations.
  8. Distribution of donated items to the intended persons.
  9. Perform duties as assigned by the president.
- c. The officers at large can vote on all issues.

## **ARTICLE X – RESIGNATION, REMOVAL OF OFFICERS AND VACANCIES**

### **Section A**

- a. An officer may resign at any time by written notice to the Executive Board.
- b. An officer may be asked by the Executive Board or by the director(s) of Richmond Bands to vacate his/her position if:
  1. It is deemed that he/she is misusing his/her authority to the extreme detriment of the
    1. organization.
    2. He/she is deemed to be a poor representative of the organization.
    3. He/she has violated the terms of the confidentiality agreement.
    4. He/she is using the office for personal gain.
    5. He/she is unable to fulfill their duties.
    6. He/she fails to attend regular and/or Executive Board meetings.
- c. Removal of an officer shall be approved by majority vote of the Executive Board.
- d. It shall be the responsibility of the Board to advise the officer of his/her removal within 48 hours of the
  7. decision.
- e. The Board will request that any and all Band Booster papers, documents, monies and property in
  8. possession of such officer be returned to the organization immediately.
- f. Upon notification of removal by the Board a form of dismissal shall be submitted to the officer and sent via certified U.S. mail.
- g. Any officer being removed from office may appeal directly to the Board within 48 hours of being notified of removal.
- h. The Director will inform the membership of such action at the next scheduled meeting of the Band Boosters or may call an additional meeting for such purpose.

### **Section B**

- a. In the case a vacancy occurs in the office of the president, the vice president shall immediately assume the position of the president until the meeting of the retiring and incoming officers, or until a special election is held.
- b. The executive board has the option to hold a special election to fill the vacant officer position(s)
- c. In the event an Officer other than President resigns or is removed the remaining Board shall meet at its earliest convenience and appoint a replacement from the Officers at Large.



## **ARTICLE XI – REVENUE AND BUDGET**

### **Section A**

- a. Student band fees, fundraising activities, donations, and sales will provide the revenue for the Band Boosters.
- b. All funds of the Band Boosters shall be deposited in a commercial bank in an account which is FDIC insured.
- c. Such account will have on file the signatures of the President and the Treasurer.
- d. The account debit card will be held in the name of the Band Boosters.
- e. The debit card(s) will have the Band Booster President and/or Treasurer as the approved user(s).
- f. All funds shall be deposited in the Band Booster’s internal account(s) in a timely manner.
- g. The Band Boosters shall provide a secured box for the collection of funds.
- h. There shall not be a long term or deficit commitments without the approval of a majority vote of the Band Boosters present at the meeting.

### **Section B**

- a. The Band Boosters budget for each upcoming school year, which will be used for planning purposes only, shall be prepared at the joint meeting of the incoming and retiring officers.
- b. This meeting shall take place prior to the June meeting.
- c. If the budget exceeds available funds, the incoming Executive Board shall have the sole authority to prioritize the budget items.

## **ARTICLE XII- FUNDRAISING**

### **Section A**

- a. The Band Boosters shall organize and operate fundraising activities and sales.
- b. Fundraising activities, sales and donations will provide the revenue of this organization.
- c. Fundraising events may be presented to and approved by Richmond Community Schools prior to any event being published, advertised or held.
- d. Raffle-type fundraisers must have the required licenses.

### **Section B**

- a. All monies must be counted by at least two (2) booster members.
- b. Money will be verified by signature when possible.
- c. Students will only be allowed to collect and/or handle money during an event with Band Booster supervision.

## **ARTICLE XIII – EXPENDITURES**

- a. All proposed expenditures over \$50 but not exceeding \$2,000 must be presented to the Executive Board for approval by vote.
- b. Expenditures exceeding \$2000 require approval by the affirmative vote of the Band Boosters present at a scheduled General Membership meeting.
- c. Approved expenditures with receipts and/or paperwork are to be presented for payment to the Treasurer, who will make the disbursement.

## **ARTICLE XIV – FISCAL YEAR, TAXES AND AUDITS**

- a. Fiscal year shall begin on July 1 and end on June 30.
- b. Every two years, the President shall select 3 members from the membership and/or Board to form an audit committee. The audit committee shall review the savings and checking accounts, petty cash fund, and all other financial activities of the Band Boosters and provide a written report with their findings to the Board at a General Membership meeting.
- c. The treasurer shall be responsible for the preparation and filing of tax records as required by law.

## **ARTICLE XV – DISSOLUTION**

- a. Band Boosters may dissolve at any time upon a two-thirds vote of the members present at a General Membership meeting.
- b. Upon dissolution all remaining assets, after expenses have been paid shall become the property of the Richmond Community Schools instrumental music program.

## **ARTICLE XVI – AMENDMENTS TO BY-LAWS**

- a. Proposed amendments may be presented by any member in writing to any Officer. The proposed amendment shall be reviewed by the Board. The Board shall determine if the proposed amendment is presented for a vote to the general membership. If the Board chooses to submit the proposed amendment for a general membership vote, the general membership shall have no less than 30 days to review the proposal prior to voting.

## **ARTICLE XVII – SCHOLARSHIPS**

### **Section A**

- a. Eligibility: A Richmond High School Senior band member who, upon graduation from high school, plans to attend a college, university, private school, technical school or military within the next year may complete an application available from the band director for the Rhein Family Band Scholarship(s). The number and amount of scholarship(s) shall be determined by the Executive Committee after a review of the current fiscal year's finances.
- b. Scholarship awards will be sent to individuals and college/university of choice to be spent explicitly for tuition or school related expenses. Scholarships will be given to students who are joining the military or attending a trade school to be used explicitly for room and board, books and fees, and supplies/tools. It is the responsibility of the student to notify the band director or band booster organization of any change in admission status in order to be awarded the scholarship within the following school year of the award. Student will forfeit any unused scholarship money after May 1<sup>st</sup> of the year after graduation.
- c. Students who are attending high school and early college will be eligible to apply for the band booster scholarship during their senior year, payable to a college, university, private school, technical school or military after completion of their early college program. It is the student's responsibility to notify the band director or band booster organization of the school/military branch/trade school for a check to be issued after graduation of their early college program giving the early college student a one-year deferment of the scholarship award.
- d. Eligible students will submit a Scholarship packet by a date set each year by the Executive Committee to coordinate with Spring Band Events. This packet will consist of:
  - i. Scholarship application
  - ii. Essay (Topic of choice)

- iii. One (1) letter of recommendation from a non-relative.
- e. After submittal and at a time set by the committee, each scholarship application will be anonymously reviewed by the scholarship committee. The committee shall be comprised of a total of three non-executive board members of the band community members. The committee will use a rubric to score scholarship applicants. Parents of senior students are not permitted to serve on this committee during a year that their child is eligible to apply for a scholarship-regardless of whether they apply or not.
- f. Recipients will provide documents supporting appropriate use of scholarship funds and will be responsible for any U.S. federal, state, or local taxes. If funds are used in a way inconsistent with the terms of the scholarship funds will be repaid to Richmond Band Booster. For tax purposes, the treasurer will save records for three (3) years.
- g. Richmond Band Boosters will maintain a four thousand (\$4,000) balance earmarked for scholarship(s). The initial four thousand (\$4,000) comes from the 2021 donation from the Rhein family. Future years will maintain at least a \$4,000 balance for future years after review of the current fiscal year's finances.