



MANISTEE AREA PUBLIC SCHOOLS BAND BOOSTERS CLUB

CONSTITUTION AND BYLAWS

ARTICLES OF INCORPORATION

NON-PROFIT CORPORATION

13 FEBRUARY 1974

AMENDMENTS TO ARTICLES

5 MAY 1982

19 SEPT 1988

15 OCT 1990

8 MAR 1991

15 MAY 2000

7 MAR 2002

17 SEPT 2024

CONSTITUTION

ARTICLE I NAME

The name of this organization shall be Manistee Area Public Schools Band Boosters Club. (Commonly referred to as MAPS Band Boosters.)

ARTICLE II OBJECT AND AIM

1. To promote and stimulate interest in instrumental music in the public school system of Manistee.
2. To cooperate with the public school officials, support the Band Staff, the Band Members and those volunteers associated with the MAPS Band Boosters.
3. To organize and coordinate financial support through fundraising for any activity which will generally assist and promote the welfare of the overall Band program and the students within.
4. To provide students with the resources they need to be successful musicians void of financial, logistical or other impeding obstacles. Some of the what the Band Boosters provides for Manistee Bands' students include: Instruments, Music, Scholarships, Uniforms, Clinicians and more.
5. To promote and encourage a parent/guardian bond with their student through their child's success, personal growth and musical improvement.
6. To maintain an organizational structure conducive to the Manistee Band families, driving involvement, active engagement and open communication between student, faculty and the MAPS Band Boosters.

ARTICLE III MEMBERSHIP

All parents and guardians of MAPS band students and any other persons interested in the welfare of the bands shall be eligible for membership. As a parent or guardian of a band or color guard student, you are automatically included as a member of the MAPS Band Boosters Club. No membership fees or monetary duties shall be collected.

BYLAWS

ARTICLE I MEETINGS

1. The Boosters shall meet at least one time per month during the academic school year. Regular monthly meetings shall be held from September through May. Meetings will be held at a time and place designated by the President with approval of the Executive Board. This order of business is to be conducted at the September meeting.
2. Special meetings may be set or otherwise agreed to at the regular meeting or on one week notice either by phone, mail, email or public notice.
3. The annual meeting shall be held in conjunction with the regular September kick-off meeting, at which time annual report may be presented.

ARTICLE II FISCAL YEAR

1. The fiscal year shall be from January 1st through December 31st in the same year.

ARTICLE III ELECTIONS

1. Nominations for the board shall be received and made by the Executive Board by the date of the regular April meeting; other nominations will be accepted from the floor.
2. Elections shall be held at the regular May meeting.
3. Election of officers and trustees shall be effected by the majority of the votes cast.
4. Persons wishing to be considered as candidates for a defined position must attend the meeting (virtually or in person) unless a true exception is to be made in advance.
5. Persons elected to the office positions will serve along with the current board leadership from the May election meeting until the end of the school year, and officially start on the first day of summer vacation.
6. Board members shall be eligible for the same position for more than one term.
7. Terms of officers and board members shall be for one fiscal year.

ARTICLE IV OFFICERS AND TRUSTEES

1. The officers of this club shall be as follows: President, Vice-President, Secretary and Treasurer; the officers shall comprise the Executive Board; said officers must be/have been the parent/guardian of a student who is in or who has graduated from the senior band program at Manistee High.
2. The board shall include at least 3 Trustees, comprised as follows: At least one trustee who is the parent/guardian of a student in each of the 5th or 6th grade bands, and one in the 7th or 8th grade bands. One trustee at large. Additional at large trustees may be elected at the May meeting, following a motion properly passed by the board to do so.
3. The President may appoint an additional trustee to serve during the year and must appoint a trustee to fill a vacancy among the required three trustees if the total number of trustees is below three. Vacancies include the disqualification of a trustee according to the qualifications described herein as well as the chronic unexcused absence of a trustee.
4. The President may appoint an acting officer in the event of his/her absence for the period of that absence; the Executive Board may appoint an acting president in the event of absence, for the period of that absence.
5. The Band Staff are deemed an ex-officio part of the Executive Board.
6. The additional roles of 'Student Funds Manager' and 'High School Band Advisors' may be assigned as needed.

ARTICLE V BUSINESS

1. The business of this club shall be handled by the board at the regular monthly sessions; work sessions of the board or Executive Board may be called by the president.
2. Business that must be conducted between meetings may be carried out with the consent of the majority of the Executive Board.
3. All band boosters are welcome and encouraged to attend the regular meetings; closed session board meetings may be called at the discretion of the Executive Board.
4. The Boosters Club will work with the school to seek better music education for the students. It will not interfere with the administration of the school and shall not seek to control the policies of the school. Likewise, the school and its officials shall not set the policies of the Boosters Club.
5. Every vote is to be facilitated by the President during the regular meetings. An individual may motion for a vote, a separate individual to 2nd that motion. President is to ask if all approve. Any opposed?
6. The bylaws of the Boosters shall be available on the MAPS school website and CutTime parent portal.

ARTICLE VI FINANCES

1. A yearly proposed budget shall be drafted in the summer by the Boosters Club and voted on at the September meeting. Expenses on approved budget items need no further vote.
2. Expenses not on the approved budget exceeding a total of \$200 per month, must have pre-approval at the monthly meeting via a motion and a vote of the Boosters Club.
3. On the rare occasion that emergency funding may be required, a vote may be facilitated via email for approval of the funding that exceeds the requirements above. The Executive Board shall make every effort to communicate this vote within 24 hours, clearly articulating when voting shall start and stop to Band Families for insight. At least 3 of the Executive Board members must approve the expenditure for it to be passed.
4. All funding requests, reimbursements and expenditures from the Boosters bank account(s) require a receipt. Receipts are due to the treasurer by the next meeting date after request has been approved or incurred, unless other arrangements have been made prior. Reimbursements will be given as soon as possible, but no later than the next monthly ATP meeting.
5. Approximately \$3000 shall be budgeted/left in the treasury-bank accounts for the necessary estimated expenses at the beginning of the next school year.
6. Deposits shall be made within five (5) business days following the event.

ARTICLE VII STANDING COMMITTEES

1. Duties of each committee shall be determined by the Executive Board.
2. Standing committees may include, but are not limited to Concessions, Chaperones, Membership, and Fund Raising.

ARTICLE VIII DUTIES OF OFFICERS

1. The President shall preside or shall appoint another to preside at meetings of the club and boards of the club; shall maintain order; shall appoint committees; shall call meetings as required; shall have the general supervision of the interest of the club; may cast the deciding vote in the event of a tie vote at a board meeting; may cast a vote at Executive Board meetings; shall assist the Band Staff to fulfill child related issues/programs when necessary; shall assist the Band Staff and Boosters club with the annual budget, And shall be an ex-officio member of all committees.
2. The Band Staff shall be ex-officio members of all club boards and committees collaborating with the Band Boosters to relay mutual goals and objectives, influence financial decisions based on student needs and school priorities, and share general insight from the overall Band program.
3. The Vice-president shall perform the duties of the president or appoint a board member to do so in the event of the president's absence and shall have such other duties as designated by the Executive Board; shall set dates and plans agenda for general meetings and shall assist the Band Staff and Boosters Club with the annual budget. The Vice-President shall serve as the Fundraising Lead for the Boosters Club.
4. The Secretary shall set the agenda, keep minutes at each business meeting including attendees, event details, participant feedback, a clear recording of all votes cast and their results, and shall have such other duties as designated by the Executive Board.
5. The Treasurer shall keep the financial books of the club; shall establish and maintain bank account(s); Ensure the necessary officers' signatures are on file with the bank (President, Vice-President, self (treasurer), Secretary, Band Staff(optional) within the first 6 weeks of transition; shall prepare a financial summary for

regular meetings as well as an annual report; shall receive all receipts and monies of the club, reconcile and keep a full and accurate account of receipts and expenditures, is responsible for collecting fees incurred by return checks, make prompt disbursements for goods and services as authorized by the Boosters. The treasurer shall serve as point of contact for all tax requirements.

6. The Student Funds Manager will work closely with the Treasurer to allocate funds as appropriate to individual student accounts, managed through the CutTime application.
7. The Trustees are parent/guardian participants elected to represent the students per grade, encouraged to provide feedback, ideas and generate interest and engagement from other families.
8. High School Student(s) Band Advisors. At least one representative from the MBAC will be present at each Monthly meeting. See MBAC program for more details.
9. The following required tasks and activities are to be allocated amongst the Executive Board as appropriate: Concessions Manager, Communications liaison (manages email, social media, MAPS Webpage, etc.), Uniform Coordinator, Volunteer Engagement Manager, Scholarship Manager. These responsibilities are to be assigned, agreed upon and included in the first vote of the new school year.

ARTICLE IX QUORUM

1. Five members of the board shall constitute a quorum at a regular or called meeting of the board.
2. Those present at duly held meeting of the general membership shall constitute quorum.

ARTICLE X ORDER OF BUSINESS

1. The order of business at regular meeting shall include, but not be limited to, the call to order, reading of the minutes, treasurer's report, committee reports, old business, new business, announcements and motion to adjournment.

ARTICLE XI AMENDMENTS

1. These bylaws shall be reviewed annually, over the summary by the leadership team. Any revisions shall be voted on for approval at the first meeting of the academic year.
2. These bylaws may be amended at a general meeting by a two-thirds vote of the members.
3. For amendments made after the first meeting review, the President is required to give notice of when a proposed amendment to the bylaws is to be made. The President will inform the members of the meeting date in which a vote will take place to amend the bylaws. The President will explain what changes are proposed to be made to the bylaws and the reason why a request to amend the bylaws is being made.
4. For amendments made after the first meeting review, the President or someone from the elected leadership team will provide the general members with fourteen (14) days' notice of when the meeting will take place to vote on amendments to the bylaws.
5. These articles may be amended by identifying the items to be amended at one of the regular monthly meetings; voting on the amendment(s) at the next regular meeting and passing the amendment(s) by a two-thirds majority of the board members present.