

**SOUTHFIELD HIGH SCHOOL
INSTRUMENTAL MUSIC SUPPORT GROUP
BY-LAWS**

**ARTICLE I
NAME OF ORGANIZATION**

SECTION I: The name of this organization is the “SOUTHFIELD HIGH SCHOOL INSTRUMENTAL MUSIC SUPPORT GROUP (SHSIMSG)”. Said name shall be registered with the State of Michigan as a non-profit corporation.

**ARTICLE II
OBJECTIVES**

SECTION I: This corporation is organized and operated exclusively for charitable and educational purposes and as described in Section 501 (c) (3) of the Internal Revenue Code. More specifically, the purpose is to support and promote the fostering and encouragement of parent and community interest for all facets of the Southfield High School instrumental music program.

SECTION II: To establish a closer relationship between the home and music activities of the school. To create an atmosphere of unity and mutual cooperation between the school administration and the interest of all parties concerned which will help promote the general activities of the instrumental music department of Southfield High School.

SECTION III: To assist in providing support morally and financially for activities, music equipment, educational trips and exchange performances with other communities not provided by the school budget.

SECTION IV: To conduct fundraising activities so that the above can be carried out.

**ARTICLE III
MEMBERSHIP**

SECTION I: The SHSIMSG will conduct an annual enrollment of members, but may admit persons to membership at any time.

SECTION II: The membership of the SHSIMSG shall be made available to individuals without regard to race, color, creed or national origin. The membership shall be comprised of individuals who are willing to uphold the philosophy and provisions of the bylaws of the SHSIMSG. The privilege of voting shall be limited to individuals who have paid their annual membership dues.

SECTION III: Any individual who is either the parent or guardian of children currently participating in the instrumental music program is eligible to hold office in the SHSIMSG provided their annual membership dues have been paid.

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SECTION IV: All others and those whose children cease to be enrolled in the instrumental music program will be classified as associate members and are not eligible to hold elective office in this organization. Associate members will be entitled to voice and committee participation, along with the right to vote provided their annual dues have been paid.

ARTICLE IV
DUES

SECTION I: Each member of the SHSIMSG shall pay annual dues of \$10.00 to said organization. The amount will be so designated by a two-thirds vote of the membership and reviewed on an annual basis.

SECTION II: Any member who fails to pay dues by December 1st relinquishes the right to vote, hold an elective office or chair any committee.

SECTION III: New members joining after the annual enrollment period will be given the opportunity to pay dues within two months of student joining the program. Special consideration due to financial circumstances will be given on a case by case basis as determined by the executive board.

ARTICLE V
MEETINGS

SECTION I: General membership meetings of the SHSIMSG shall be held the third Wednesday of each month at 7:00 p.m. beginning September and ending in June. Changes will be made and announced in advance for meetings of the SHSIMSG which conflict with other school scheduled events.

SECTION II: A schedule of meetings for each year will be developed prior to the first meeting of the school year. The monthly meetings shall be held at the Southfield High School band room or Southfield High School Library.

SECTION III: The May meeting shall be known as the annual meeting at which time annual reports shall be received and officers for the following year shall be installed.

SECTION IV: Action on any matters brought before the membership that do not affect the Articles of Incorporation or Bylaws shall require a simple majority vote of the members present for passage at general membership meetings. Matters affecting the Articles of Incorporation or Bylaws shall be announced to the membership in compliance with Article XV hereof.

SECTION V: Special meetings of the general membership may be called by the president or the executive board, and announced at least one week prior by phone, email or regular mail.

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ARTICLE VI
ORDER OF BUSINESS

SECTION I: The president shall preside at each regular meeting, each special meeting and at each executive board meeting. The order of business at each meeting shall be as follows:

1. Call Meeting to Order
2. Reading and Approval of Minutes
3. Treasurer's Report
4. Committee Reports
5. Communications
6. Music Director's Comments
7. Adjournment

ARTICLE VII
QUORUM

SECTION I: Majority of voters present shall constitute a quorum for a regular meeting. Majority of the executive board present shall constitute a quorum for an executive board meeting.

ARTICLE VIII
OFFICERS AND DUTIES

SECTION I: The elected officers of the SHSIMSG shall consist of a president, vice president, financial secretary, recording secretary, corresponding secretary, treasurer and parliamentarian. To be an elected officer, one must be the parent or guardian of a student currently enrolled and active in the instrumental music program. The Auxiliary Coordinator is an appointed member to the executive board. To be an Auxiliary Coordinator, one must be the parent or guardian of a student currently participating in one of the Auxiliaries of the marching band.

SECTION II: The elected officers shall assume their official duties June 1, after their installation at the regular May meeting. The officers shall serve a term of one year and may not serve more than two consecutive terms in the same office.

SECTION III: The president shall preside at all meetings of the membership and the executive board, appoint committee heads if needed, approve outgoing correspondence of the SHSIMSG, represent the policy positions of the SHSIMSG, be a member, ex officio of all committees and transact such other business prescribed by these Bylaws or assigned by the SHSIMSG or by the executive board and is normal to the office.

SECTION IV: The vice-president shall assist the president in the performance of the duties of said office. The vice-president shall perform the duties of the president when the president is absent. The vice-president shall perform the duties of the president in the event the

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president is unable to perform his/her duties until the vacancy is filled by an election to be scheduled by the executive board. The vice-president shall obtain bonding insurance for elected officers and oversee the annual filing of all required paperwork for the 501(c) (3) status and Articles of Incorporation. The vice-president shall be responsible for maintaining a binder at all events with assistance from chairpersons.

SECTION V: The recording secretary shall keep the records and written report of minutes at regular meetings. The recording secretary shall also keep an accurate roster of student names, parents, addresses and telephone numbers. This roster shall be available to the music director, president, corresponding secretary, fan out and membership chairpersons. The recording secretary will obtain reports from committee chairpersons annually.

SECTION VI: The corresponding secretary shall be responsible for the publication and distribution of SHSIMSG correspondence, newsletters and emails to members and the public.

SECTION VII: The financial secretary shall keep a record of all amounts relating to student accounts and supply records to the treasurer. The financial secretary shall make student account balances available at monthly meetings and upon request.

SECTION VIII: The treasurer shall have custody of all funds of the organization; keep a record of all receipts and disbursements. The treasurer shall receive all funds due the SHSIMSG, deposit same in accordance with approved procedures and pay out same as directed by the executive board. The treasurer shall pay all bills and expenditures as approved by the executive board. The treasurer shall provide a detailed report of income and disbursements as well as copies of the monthly bank statements at each executive board meeting and also prepare a verbal and written financial report at each regular membership meeting. The treasurer shall prepare an annual budget as directed by the executive board. The treasurer will file the annual Michigan Sales Tax renewal form.

SECTION IX: The parliamentarian shall attend all executive board and general membership meetings, giving advice in parliamentary procedure. The parliamentarian shall serve as a member of the executive board.

SECTION X: The auxiliary coordinator shall attend all executive board and general membership meetings. The auxiliary coordinator shall be responsible for coordinating all auxiliary uniform and accessory purchases. The auxiliary coordinator shall research all necessary costs and provide all auxiliary parents with the cost estimates and an appropriate due date. The auxiliary coordinator shall document all funds collected made payable to SHSIMSG per auxiliary member and turn all funds collected over to the treasurer. The auxiliary coordinator shall provide a detailed cost break down to the executive board and general membership of all income and expenditures including personal expenditures. The auxiliary coordinator shall inform all parents that all uniform purchases are non-refundable. In the event all monies are not spent, the auxiliary commander shall provide the remaining dollar amount to be deposited to the student accounts to the executive board.

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ARTICLE IX
THE EXECUTIVE BOARD

SECTION I: The executive board shall be comprised of the elected officers, auxiliary coordinator, and the director of the Southfield High School Instrumental Music Department. The director shall be a non-voting member of the executive board. The past president shall act in an advisory capacity to the executive board.

SECTION II: The executive board shall govern the affairs and business of the SHSIMSG and shall submit recommendations (i.e., budget, fundraisers) to the SHSIMSG for approval at regular meetings.

SECTION III: The executive board shall meet at some designated time prior to each general meeting to formulate an agenda to facilitate the smooth operation of the SHSIMSG meetings.

SECTION IV: The president or a majority of the members of the board may call special meetings of the executive board. A majority present shall constitute a quorum and transact affairs.

SECTION V: The executive board shall have charge of the property, interest and affairs of the SHSIMSG with the approval of the general membership to manage and conduct such.

ARTICLE X
STANDING COMMITTEES

SECTION I: There shall be the following standing committees: Ways and Means (Fundraising), Telephone Fan Out, Membership, Special Events and other committees as the executive board shall determine. Each committee shall have a chairperson to be accountable to the executive board. Committee chairpersons shall be appointed by the executive board.

SECTION II: The Ways and Means Committee

The Ways and Means Committee shall submit their plans for raising funds to the executive board for their approval. The Ways and Means Committee shall coordinate the activities for all fundraisers.

SECTION III: Telephone Fan Out Committee

The Telephone Fan Out Committee will disseminate information related to the Instrumental Music Program via telephone calls to all students (telephone number on record) and members the SHSIMSG. The president of the SHSIMSG must approve all information disseminated.

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SECTION IV: Special Events Committee

The Special Events Committee will coordinate all SHSIMSG activities for special events related to the Instrumental Music Program. These events include, but are not limited to the summer Band Camp, the Annual Band Competition, the Annual Band Ball and Banquet, Winter Cabaret and Spring Concert.

SECTION V: Special Committees

Special committees shall be appointed as deemed necessary by the executive board or general membership.

ARTICLE XI
PARLIAMENTARY AUTHORITY

SECTION I: The rules contained in Robert's Rules of Order, Revised Version, shall govern SHSIMSG in all cases.

ARTICLE XII
REVENUE AND EXPENDITURES

SECTION I: The revenue of the SHSIMSG shall be derived from dues, contributions and fundraising.

SECTION II: All expenditures of money from the general fund of the SHSIMSG must be approved by the executive board. No member of the executive board, committee member or SHSIMSG member shall have authority to incur any obligations on behalf of SHSIMSG without approval.

SECTION III: All funds shall be deposited in a checking account in the name of Southfield High School Instrumental Music Support Group. All disbursements shall be made by check and issued from the checking account of the SHSIMSG which shall bear the signatures of any of the two following officers: president, treasurer or financial secretary.

SECTION IV: No amount in excess of \$50.00 shall be expended without the consent of a majority of the executive board. Any amount \$50.00 or less shall be accounted for by a receipt (petty cash).

SECTION V: An impartial auditing committee of not less than three members of the SHSIMSG not on the executive board shall be appointed at least four weeks prior to the audit. The auditing committee may consist of one faculty member of Southfield High School. The auditing committee shall audit the treasurer's account annually or if there is a change in the office of treasurer during the term of office. A copy of the audit shall be presented to the

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executive board and the superintendent of schools according to school district policy. The audit shall be completed and made available to the general membership by the annual meeting in May.

ARTICLE XIII
ELECTION OF OFFICERS

SECTION I: There shall be an election committee consisting of three to five volunteer members of the SHSIMSG selected at the general membership meeting. They shall be responsible for the election and the counting of ballots, if used. Members of the election committee shall not be eligible for nomination.

SECTION II: Only those members in good standing, dues paid (a parent or guardian of a student enrolled in the instrumental music program or a member of the marching band auxiliary) are eligible for nomination. Nominations shall be submitted to the election committee and also from the floor at the April meeting.

SECTION III: Officers shall be elected at the regular May meeting and as necessary during the year to fill a vacated office. A majority vote of the members present who are in good standing shall constitute an election.

SECTION IV: No member shall be elected to more than one office.

SECTION V: All officers upon retiring shall submit a final report and deliver to their respective successors all of the books, records, documents and property of the SHSIMSG which have come into their possession during the term of office.

ARTICLE XIV
POLICIES

SECTION I: The Southfield High School Instrumental Music Support Group shall not seek to direct the administrative activities of the school board or control its policies.

SECTION II: In the event of the executive board or any members of the SHSIMSG interfere with the educational decisions of the music director and the operations of the instrumental music program, the music director may disband the executive board, dismiss the particular member or disband the SHSIMSG and appoint a new executive board. After one year, a general election of new officers will be held at the May meeting.

SECTION III: All matters pertaining to the activities, events and projects of the Southfield High School Instrumental Music Support Group must meet with the approval of the music director and must be in keeping with the policy of the school district.

SECTION IV: The SHSIMSG shall submit to the office of the superintendent of schools a record of officers, bylaws, membership roster and annual audit in keeping with the policy of the school district.

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SECTION V: Each member shall have an equal right to speak on all matters brought before the SHSIMSG.

SECTION VI: A member may be removed from the SHSIMSG for failure to perform assigned duties. This action must be recommended by at least three members of the board. It must be voted on and approved by two-thirds of the executive board. In addition, if the music director or officers deem an adult or student's behavior or conduct as unbecoming to a community member, aggressive or insulting to the group (including inappropriate language) at any time during a meeting of the organization, said person may be asked to leave. The sergeant at arms or male officers may be directed to escort said person or people from the building.

SECTION VII: A copy of the Bylaws must be distributed to all members at the first and second general membership meeting and thereafter made available upon request.

SECTION VIII: Chaperones for any trip, including Summer Band Camp, must be approved by the Southfield High School Instrumental Music Director. Chaperones must support the program and NOT INTERFERE with the educational process.

ARTICLE XV
AMENDMENTS

SECTION I: The Bylaws may be amended by a two-thirds vote of the members present at any regular membership meeting provided the proposed amendment was presented at the preceding regular membership meeting of the SHSIMSG. Notice of the proposed amendment shall be given in writing to the general membership.

ARTICLE XVI
DISSOLUTION

SECTION I: The SHSIMSG may cease to function following a concurring vote to that effect by a two-thirds vote of members present at a special meeting called for the purpose of disbanding the SHSIMSG. Notice of said special election shall be given in writing at least thirty (30) days in advance of said meeting.

SECTION II: In the event of dissolution or disbandment of the SHSIMSG no part of the net earnings of the SHSIMSG shall under any circumstance be for the benefit of or be distributable to any members, officers or other private members or individuals, said net earnings are to be devoted exclusively to the purposes set forth in Article II. After paying or adequately providing for the debts and obligations of the SHSIMSG, any and all allocated funds and assets shall be distributed to Southfield High School for the exclusive use in the instrumental music program providing said transfer complies with Section 501 (c) (3) of the United States Internal Revenue Code of 1954, as amended or the corresponding provisions of any future United States Revenue Law.