

# McFarland Music Boosters

March 2, 2020

## Mission and Bylaws

### **Article I Name**

The name of this organization shall be the McFarland Music Boosters.

### **Article II Mission**

The purpose of the McFarland Music Boosters is to assist and enrich the K-12 music program of the McFarland School District by providing funding to support activities that include, but are not limited to, maintenance, transportation and enrichment activities. The McFarland Music Boosters shall also be authorized to organize and/or conduct fund-raising programs in support of its goals.

### **Article III Membership**

Membership shall be open to all parents, guardians of students or individuals of the community interested in supporting the Choir, Band and Orchestra programs. Parents/Guardians of students in the Music Department are to be considered the only active, voting members.

### **Article IV Meetings**

General meetings are open to anyone. General meetings are held monthly (quarterly at a minimum.)

### **Article V Officers and Executive Committee**

The officers of this club shall, at a minimum, consist of a Treasurer and a Secretary. Elected positions may also include a President and a Vice President. Positions may be co-chaired up to a maximum of two officers per position.

#### Section 1: Executive Committee

The executive committee may be comprised of officers and music directors. The music directors shall be non-voting members.

#### Section 2: Terms for Elected Officers

The term for an Elected Official shall be one year, beginning on August 1st. In the event a vacancy occurs during the year, nominations will be accepted and a new officer voted in during the next General Meeting.

### Section 3: Duties of Elected Officers

The Treasurer shall:

- Serve as custodian of the club's finances and financial policies\*
- Collect revenue, pay authorized expenses and maintain the club bank account
- Maintain an accurate record of Student Accounts
- Serve as a signatory on all checks paid from the club bank account
- Assist in the preparation of an annual budget
- Provide a financial report at the General Meetings
- Prepare tax reports, facilitate audits, and complete government filings as required
- Hold and retain all financial records

The Secretary shall:

- Initiate a financial audit at the beginning of the new term
- Work with Chair to prepare an agenda for General Meetings
- Record minutes of all General Meetings
- Serve as second signatory on all checks paid from club bank account
- Maintain a history of the organization, including collecting and preserving documents.

The President shall:

- Preside at General Meetings and serve as the official representative of the Club
- Ensure policies and guidelines are followed
- Appoint Committees as needed
- Manage communications between members and school officials
- Manage communications to the membership and the public

The Vice-President shall:

- Assist the Chair as requested
- Chair meeting or fill other duties in the absence of the Chair

- Ensure that the communication is maintained with current information

#### Section 4: Removal from office

An officer may be removed from office for failure to fulfill his or her duties, after reasonable notice, and by a majority vote of the membership during a General Meeting.

#### Section 5: Compensation

Officers shall serve without compensation, but shall be entitled to reimbursement for expenses in accordance with policy guidelines.

### **Article VI Amendments**

The By-Laws may be amended by a two thirds majority vote of the members present at any General Meeting. Amendments will be provided in writing for review preceding the meeting of the expected vote.

### **Article VII Dissolution Clause**

In the event of dissolution of the McFarland Music Boosters, the Officers shall, after paying and making provisions for the payment of all liabilities, distribute the assets of the corporation among IMMS and MHS schools for the express purpose of music education.

### **Article VIII Student Accounts**

Money raised by McFarland Music Boosters through fundraisers is deposited into the club bank account. These funds are earmarked with student names and can be used to pay toward school-sponsored music-related trips, events and other expenses that are approved under the general guidelines provided by the McFarland Music Boosters. Once a student graduates or leaves the music program, any remaining funds, upon request from the student parent/guardian, may be transferred to a sibling, or another student in the music program. In the event no request is made, the funds will revert to the general Music Boosters fund.