

Mattawan Band Boosters



Constitution

Last Updated and Revised December 4, 2002

MATTAWAN BAND BOOSTERS CONSTITUTION

MISSION STATEMENT

“The Mattawan Band Boosters and the Executive Board Members will provide outstanding support to the Student Band Members and Band Directors. We will lend financial assistance to the Mattawan Instrumental Band programs and its social activities. We will conduct ourselves in a professional and positive manner that fosters community respect and leadership.”

ARTICLE I. Name and Objectives

- Section 1. The name of the organization shall be the *Mattawan Band Boosters*.
- Section 2. The objectives of this organization shall be as follows:
- A. To foster and support the development and maintenance of the instrumental music program in the Mattawan Consolidated School.
 - B. Promote mutual understanding and cooperation between the school, the parents, and patrons of the community in the interest of a sound instrumental music program.
 - C. Lend financial assistance to the instrumental music program through fundraising activities to provide for needs of the program over and above the support possible from regular school funds, including but not limited to: scholarships, trips, and uniform maintenance and replacement.

ARTICLE II. Membership

- Section 1. The members of this organization shall be the parents of all instrumental music students in the school and any other adults interested in the instrumental program.

ARTICLE III. Executive Board and Officers

- Section 1. The Executive Board shall consist of five (5) elected members, each for two (2) year elected term. Three (3) members shall be elected in the odd numbered years and two (2) elected in even numbered years. The Band Directors are advisory members to the Executive Board.
- Section 2. The Vice-president shall serve as chairperson of the nominating committee and will submit a list of candidates for the open positions at the April meeting each year.

Section 3. The election of the Executive Board members will be at the May meeting.

Section 4. The Executive Board shall determine how the open two-year positions are to be filled at their first organization meeting. They will assume their responsibilities at the next Executive Board meeting.

Section 5. A vacancy in the Executive Board shall be filled by recommendation of the remainder of the Executive Board and ratified by vote of the membership. The newly elected officer shall serve out the designated term as if elected to the office.

Section 6. Duties of Officers

A. President

- 1) Shall preside at all regular and special meetings.
- 2) Serve as ex-officio member of all project committees.
- 3) Appoint and dissolve all committees except for the nominating committee.
- 4) Be responsible for initiating reviews and changes in the Constitution.

B. Vice-president

- 1) Shall act in place of the President in the event of his/her absence or when requested by the president.
- 2) Chair the nominating committee.
- 3) Shall serve as parliamentarian at all meetings.

C. Secretary

- 1) Shall keep complete minutes of all meetings, and print the minutes for reading and approval at the next regular meeting.
- 2) Shall handle all correspondence.
- 3) Shall maintain the Secretary's book of all past meeting minutes and correspondences sent and received.

D. Treasurer

- 1) Shall have charge of all funds.
- 2) Shall pay all approved bills by check.
- 3) Shall prepare a monthly report for the board.

E. Trustee

- 1) Will assist with the running of the board

ARTICLE IV. Meetings

- Section 1. Band Booster regular meetings will be held once a month in September through June on a date to be established by the Executive Board at the September meeting.
- Section 2. Board members and appropriate project leaders will meet as needed in July and/or August to provide continued support for the instrumental music program.
- Section 3. Special meetings may be called by the President when deemed necessary with at least one-days notice to other board members.
- Section 4. The President may direct the Secretary to poll the Board on urgent matters. Following recording of the votes by the Secretary, all actions shall be recorded in the minutes and brought to the attention of the general membership at the next regular meeting.
- Section 5. A majority (3) of the members of the board shall constitute a quorum at all meetings.
- Section 6. Meetings shall be conducted according to *Robert's Rules of Order*.

ARTICLE V. Committees

- Section 1. The Executive Board shall authorize and define the duties of all committees of the Mattawan Band Boosters.

ARTICLE VI. Amendments to the Constitution

- Section 1. Suggestions for amendments to the Constitution may be presented at any regular meeting.
- Section 2. Amendments shall be adopted upon two-thirds (2/3) majority vote of those present at the next regular meeting.
- Section 3. This Constitution shall be reviewed at least once every three (3) years.

ARTICLE VII. Treasurer's Accounts

- Section 1. The treasurer's accounts shall be examined annually by three (3) persons appointed by the Band Boosters Executive Board.

ARTICLE VIII. Officers Books and Accounts

Section 1. All officers books and accounts shall be turned over to the incoming officers by June 15, so they may be reviewed prior to the July meeting.

ARTICLE IX. Dissolution

Section 1. In the event of the dissolution of the Mattawan Band Boosters, the assets on hand after payment of all obligations shall be paid to the Mattawan Band Department.

Constitution Amendments

Articles I through V approved and adopted on March 15, 1966.

Articles VI and VII approved and adopted on October 14, 1970.

Constitution revised and Article VIII approved and adopted on October 8, 1973.

Constitution revised and Article IX approved and adopted May 1, 1985.

Constitution revised and Article VIII, Section 1 approved and adopted September 2, 1987.

Constitution revised and Article 1, Section 1 approved and adopted June 1, 1988.

Constitution revised, approved and adopted on May 7, 1997.

Constitution revised, approved and adopted on November 1, 2000.

Constitution revised, and Article III, Section 4 approved and adopted on September 4, 2002.

Constitution revised, Mission Statement approved and adopted on October 2, 2002.

Constitution revised, approved and adopted on December 4, 2002.