

ST. FRANCIS MUSIC BOOSTERS ASSOCIATION

CONSTITUTION

PREAMBLE

We, as members of the Saint Francis School District, come together because of our mutual interest in music. We are looking to maintain an organization that supports the music program of the district through volunteer work and finances. We therefore establish and confirm this constitution.

Article I – Name and Affiliation

Section 1: This organization will be known as the St. Francis Music Booster Association (hereinafter designated as “SFMB” or “the organization”).

Section 2: SFMB will be affiliated with the St. Francis School District.

Article II- Purpose & Goals

Section 1: The SFMB is organized exclusively for charitable and educational purposes under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)

Section 2: The organization shall be a non-profit organization and shall be nonsharing, noncommercial, nonpartisan and nonsectarian.

Section 3: The activities of the organization shall be in accordance with the policies of the St. Francis School District and shall be sanctioned by school officials.

Section 4: SFMB plans to:

- Assist the music directors in reaching the program goals.
- Provide assistance for music activities.
- Stimulate and sustain interest among parents and students.
- Raise funds for the support of music education programs.
- Provide financial assistance by obtaining instruments, uniforms, choir robes, and other items and services not normally available through school district sources.
- Promote the music programs in the schools of the St. Francis School District and in the community.
- Foster greater musical achievement by sponsoring awards, contest fees and scholarships.

Section 5: SFMB does not seek to direct the administrative activities or policies of the music program, and shall cooperate with the music directors and the school administrators.

Article III- Membership

- Section 1:** Membership in the organization is open to anyone who has an interest in the music program of the St. Francis School District.
- Section 2:** Parents and legal guardians of students enrolled in the school district are considered voting members.
- Section 3:** All of the music teachers in the district are considered voting members.
- Section 4:** All other members are considered non-voting.
- Section 5:** Voting members may extend voting privileges to non-voting members for specific meetings when they deem it to be appropriate.

Article IV- Officers & Executive Board

- Section 1:** The officers of SFMB are: President, Vice President, Treasurer, and Secretary.
- Section 2:** Election of officers requires a majority vote by the general membership. If a tie occurs there will be a run-off election of the top candidates.
- Section 3:** Officers must meet the following requirements/restrictions:
- a) Be a member of the SFMB.
 - b) Cannot be a student, administrator or music teacher in the district.
- Section 4:** The term of office will be one full year starting July 1st and ending on June 30th in the following year.
- Section 5:** The Executive Board shall consist of the officers of the organization and the music teachers of the St. Francis School District.
- Section 6:** The music teachers shall be *ex officio* members of the Executive Board and will be non-voting members.

Article V- Finances

All monies belonging to this organization shall be deposited and disbursed through the accounts established for this organization at Associated Bank. All finance management will coincide with the guidelines set for 501(c)(3) organizations.

Article VI- Amendments & Ratification

- Section 1:** Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.
- Section 2:** A new constitution with adopted amendments shall become effective upon a ratification vote of 2/3 of the membership. A copy of the ratified constitution must be signed by the members of the Executive Board and kept on file.

Article VII- Dissolution

Section 1: A resolution to dissolve requires a 3/4 vote of the general membership.

Section 2: It is the responsibility of the general membership to pass resolutions pertaining to the disposal of all acquired possessions. It will be the responsibility of the Executive Board to carry out the resolutions passed by the general membership.

Section 3: The funds of the organization will be transferred into a music activity account at St. Francis High School or donated to another 501(c)(3) organization.

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In Witness Whereof, the undersigned board members of the organization hereunto set their hands on this _____ day of _____, 20_____.

President:

~ORIGINAL SIGNED~

_____*

Vice President:

~ORIGINAL SIGNED~

_____*

Treasurer:

~ORIGINAL SIGNED~

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Secretary:

~ORIGINAL SIGNED~

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Music Teachers:

~ORIGINAL SIGNED~

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BYLAWS

Article I- Membership

Section 1: Anyone may become a registered member of this organization upon signing up at the initial meeting. No dues will be collected for membership.

Section 2: The following are the requirements for retention:

- a) Members are expected to participate in all of the organization's full group meetings unless prior notification has been given to the Executive Board.
- b) Attendance is required at all events and activities committed to unless prior notification has been given to the Executive Board.
- c) Members are expected to abide by all policies pertaining to the school and 501(c)(3) organizations.

Section 3: Member discipline and removal is specified as:

- a) Any member can be formally disciplined or removed. In order to initiate this process a member must acquire the support of one of the Officers or 1/4 of the general membership votes against the particular member. Officers therefore have the right to bring any member before the Executive Board in a hearing without the 1/4 vote from the general membership.
- b) When either 1/4 general membership votes or the Executive Board decide to initiate the discipline/removal process the Executive Board will issue the Notice of Hearing form (see Exhibit A) informing the member of the mandatory hearing. If the Executive Council determines that discipline is necessary then they will issue an appropriate punishment, which will have a distinct starting and ending time. These documents will be recorded and filed by the Secretary.
- c) Any member charged of severe misbehavior after a hearing with the Executive Board will be brought before the general membership for a full hearing. The Executive Board will act as the Judiciary Committee for this hearing with the President acting as chair. He/she will lead the hearing by presenting a statement previously drafted by the Executive Board. The member will then have the opportunity to present his/her case before the general membership. A 1/2 vote of the general membership is required to officially remove that person's membership. The minutes of the hearing will be recorded and filed by the Secretary.

Article II- Officers

Section 1: Duties of the President

- a) Oversee all operations of the organization.
- b) Preside over all general membership meetings.
- c) Chair the Executive Board.
- d) Keep up-to-date with the music teachers.
- e) Serve as an *ex officio* member of any committees

Section 2: Duties of the Vice President

- a) Preside over any meetings at which the President is forcibly absent.
- b) Take meeting minutes for any meetings at which the Secretary is absent.
- c) Assist the president in overseeing the organization.
- d) Serve as the principle coordinator of fundraisers.

Section 3: Duties of the Treasurer

- a) Collect and deposit organization monies.
- b) Disburse organization funds.
- c) Maintain an accurate record of the organization's finances.
- d) Complete any audits that may be requested.
- e) Thoroughly familiarize him/herself with the financial guidelines of the bank and for 501(c)(3) organizations.
- f) Include all financial transactions in the regular report to the Executive Board and general membership.

Section 4: Duties of the Secretary

- a) Create and maintain a membership roster.
- b) Maintain a record of organization meetings and activities, including membership participation.
- c) Distribute the meeting minutes to all members.
- d) Coordinate volunteers/chaperones for events.
- e) Communicate with the school district's IT coordinator to maintain an updated listserv.

Section 5: Duties of the Music Teachers

- a) Keep the Executive Board informed of all student events throughout the year.
- b) Submit an estimated budget to the Executive Board prior to the end of the school year and keep the board informed as changes occur.
- c) Inform the Executive Board as to what portions of the budget or what items in the budget are being funded by the board of education and school department, the parent teacher organization, and the SFMB.
- d) Make his/her needs known for volunteer support, special skills or talents, and any other commodity he/she may need to successfully carry out his/her duties as a music teacher.
- e) Serve as a liaison between the organization, the students and the school district.
- f) Aid the Officers in implementing this Constitution and Bylaws.

Section 6: All Officers are subject to discipline and ultimately a recall. Article I § 3 of the Bylaws applies for this process with these exceptions: The accused Officer goes on a suspension until the hearing(s) is(are) over, and if the person being charged is the President the Vice President chairs the Judiciary Committee during the final hearing.

Article III- Executive Board

Section 1: The Executive Board shall consist of the Officers of the organization with the music teachers acting as an *ex officio* members.

Section 2: The chain of command and individual duty is specified as:

- a) The President shall chair the Executive Board. He/she is responsible for scheduling regular meetings, preparing an agenda, discussing current events with the other officers, sharing reports of any committees and motivating and aiding the other officers.
- b) The Vice President shall be the vice chair of the Executive Board. He/she is responsible for aiding the President in any of the duties listed in Article III § 2a of the Bylaws. He/she may be called by the President to take the leadership of the Board on issues that would not be best managed by him/herself.
- c) The Treasurer is as a regular voting member of the Executive Board. He/she is required to provide updated information of the organization's finances at each Executive Board meeting (unless it is a specially called meeting) and at the general membership meetings. He/she must be prepared to give counsel in all areas of the finances at each meeting.
- d) The Secretary is as a regular voting member of the Executive Board. He/she is required to take minutes of each meeting to be recorded, archived and distributed to the other officers in a timely matter.
- e) The music teachers are *ex officio* members of the Executive Board. They do not have voting rights on the Executive Board. They are encouraged, but not required to be at board meetings. They may be requested to attend and even lead meetings if the circumstances require it.

Section 3: The duties and powers of the Executive Board are to:

- a) Perform work assigned by the general membership.
- b) Regularly meet to discuss the organizations current events and finances.
- c) Plan a general schedule for general membership meetings.
- d) Establish and dismiss any minor committees and appoint chairs for those committees.
- e) Approve financial requests between \$0.1-\$99.99 (unless appointed otherwise by the general membership).
- f) Perform hearings for members suspected of misbehavior.
- g) Make reports to the general membership.
- h) Make any emergency decisions that must be made in between general membership meetings.
- i) Familiarize itself with this Constitution and Bylaws and be familiar with the school district and 501(c)(3) organizations guidelines.

Article IV- Committees

Section 1: All committees shall be established and dismissed by the Executive Board as they are needed.

Section 2: Committees shall consist of volunteers from the general membership.

Section 3: Chairs

- a) Any member(s) that has/have volunteered to be on a committee has the opportunity to volunteer as the committee's chair. These members who are willing to take this leadership role must express their willingness to the Executive Board when the committee is established. The Executive Board will then appoint a chair.
- b) Chairs are required to first create an agenda for the committee, which is to be submitted to the President for approval. They are then responsible for creating specific agendas before each committee meeting.
- c) The Chairs are responsible for appointing a secretary to record the committee's minutes (or if no member is willing, record the minutes him/herself.) These minutes along with any other pertinent information must be submitted to the President in a timely matter.
- d) Chairs may participate in a leadership training session held by the Executive Board. Through this they will learn the proper procedures for effectively leading their respective committees and learn the basics of Robert's Rules of Order.

Section 5: The committees have the power to make decisions on behalf of the organization as they are permitted to by the general membership. Because the President will routinely be informed of committees' progress, he/she will also be aware beforehand the decisions that the committees are making and will have the authority to halt the decision making process if he/she does not agree. To make a decision affecting the general membership their must be a 3/4 vote by the committee members.

Section 6: The Executive Board reserves the right to investigate the workings of any minor committees at any time. They also may make the committee refer decisions to the Executive Board before those decisions affect the general membership. The Executive Board may also refer a committee's decision to the general membership to be overturned. A majority vote is required to overturn a committee's decision.

Section 7: When a committee's work is finished the President, on behalf of the Executive Board, will dismiss the committee and thank it for its work.

Article V- Meetings

Section 1: The organization shall hold monthly meetings throughout the year. Meeting times shall be set and announced by the Executive Board one month in advance.

Section 2: There is no minimum amount of members required to be at meetings. Absentee ballots may be cast in a written form for members who cannot attend meetings. The attendance policy stated in Article I § 2b applies for all general membership meetings.

Section 3: Special meetings can be called either by a majority vote of the general membership or by the Executive Board.

Section 4: The Executive Board reserves the right to cancel any meetings.

Section 5: Committee chairs will schedule meetings for their committees. The Executive Board may request a special meeting of a committee.

Section 6: Robert's Rules of Order (newly revised) shall govern the meetings.

Article VI- Financial Procedures

Section 1: Any board member will be able to collect money and deposit it, but it is the Treasurer's responsibility to make sure that all monies are deposited into the organization's accounts in a timely matter.

Section 2: The Treasurer or Secretary will be able to sign checks on behalf of the organization.

Section 3: The Treasurer must maintain an accurate and detailed record of all financial transactions of the organization. SFMB wishes to keep records of all deposits and withdrawals including their exact dates, dollar amounts, and detailed descriptions including: source (if a deposit), purpose (if an expenditure), and the school with which it is associated.

Article VII- Amendments & Ratification

Section 1: Amendments to these Bylaws must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a vote of 2/3 of the general membership is necessary.

Section 2: A new Bylaws with adopted amendments shall become effective upon a ratification vote of 2/3 of the membership. A copy of the ratified constitution must be signed by the members of the Executive Board and kept on file.

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In Witness Whereof, the undersigned board members of the organization hereunto set their hands on this _____ day of _____, 20_____.

President:

~ORIGINAL SIGNED~

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Vice President:

~ORIGINAL SIGNED~

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Treasurer:

~ORIGINAL SIGNED~

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Secretary:

~ORIGINAL SIGNED~

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Music Teachers:

~ORIGINAL SIGNED~

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~ORIGINAL SIGNED~

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EXHIBIT A

Notice of Hearing

To: [Click [here](#) and type name]
From: [Click [here](#) and type name]
CC: [Click [here](#) and type name]
Date: 4/15/2010

Dear St. Francis Music Booster member,

You have been suspected of misconduct by your peers. In accordance with Article I §3b of the Bylaws you are hereby issued with this official notice of a hearing. It is your responsibility to schedule a hearing with the Executive Board within the next two weeks. Failure to do so will result in by-passing the hearing with the Executive Board and moving directly onto the Judiciary Hearing before the general membership.

Below are lists of the accusations against you. Please be prepared to defend at least these before the Executive Board. Please contact the President with any questions.

- Example of Misconduct
- Example of Misconduct
- Example of Misconduct

St. Francis Music Boosters

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