

BYLAWS OF TRAVERSE CITY MUSIC BOOSTERS, INC.
A NOT-FOR-PROFIT CORPORATION
Amended September 21, 2017

ARTICLE I - ORGANIZATION

The name of the organization shall be TRAVERSE CITY MUSIC BOOSTERS, INC.

ARTICLE II - PURPOSES

The following are the purposes for which this organization has been organized:

To promote and encourage community support of the TCAPS Music Program and its stated philosophy by:

1. Promoting music as an integral part of the basic education curriculum.
2. Providing financial assistance for those items over and above that which is provided by the school board.
3. Promoting parent and community participation in Traverse City Music Boosters.
4. Actively supporting all TCAPS music students and TCAPS music performances.

ARTICLE III - MEMBERSHIP

Membership in this organization shall be open to all parents of TCAPS music students, TCAPS music staff and those community members who support our purposes.

ARTICLE IV - MEETINGS

1. The **Annual Membership Meeting** of this organization shall be held in September each and every year at Traverse City West Senior High School or Traverse City Central Senior High School. The Secretary shall cause to be published throughout the community and TCAPS a notice telling the time and place of such annual meeting. At the annual meeting, the following events shall occur, in addition to other business as deemed appropriate and necessary: the budget for the organization shall be approved, any changes to the Bylaws voted upon and volunteer recruitment shall take place.

2. **Regular meetings** shall be held at least five (5) times per year: August, November, January, April, and June. Notices of such meeting shall be published to every member on the Music Boosters Executive Board at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called.

3. Special meetings of this organization may be called by the President. Notices of such meeting shall be published to every member on the Music Boosters Executive Board at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such special meeting.

4. Those members in attendance shall constitute a quorum and shall be necessary to conduct the business of this organization.

ARTICLE V - DECISION MAKING

It is the intent of the organization to decide any issue by consensus of those present at any meeting. In the event a consensus cannot be attained, a majority vote of those present shall decide any issue. At all meetings, all votes shall be by voice.

On the rare occasion a decision needs to be made between regular meetings and a special meeting is not called, the President of Music Boosters may email a requested action to the Executive Board and the regular attendees of Music Boosters meetings. Should a decision involve a monetary appropriation, this special appropriation should not be more than (\$300) three hundred dollars. A vote may be tabulated via email (“reply all”). All actions taken via an email vote will be reflected in the minutes of the next regular Music Boosters meeting.

ARTICLE VI - ORDER OF BUSINESS

1. Call to order.
2. Review and Approval of Previous Meeting Minutes.
3. TCAPS Music Coordinator Update
4. Vice President’s Report
5. Treasurer’s Report
6. Grant/Scholarship Coordinator’s Report
7. Old Business
8. New Business
9. Open Forum
10. Adjournments

ARTICLE VII - EXECUTIVE BOARD

The business of this organization shall be managed by an Executive Board.

The Officers of the Executive Board shall be chosen at the June meeting of this organization and they shall serve for a term of one year, with said term being from June to June.

The Executive Board shall have the control and management of the affairs as well as business of this organization. The Executive Board shall only act in the name of the Music Boosters organization when it shall be regularly convened by its President.

The Executive Board may make such rules and regulations covering its meetings as it may in its discretion as determined to be necessary.

Vacancies during the term in the Executive Board shall be filled by consensus or a vote of the majority of the remaining members of the Executive Board for the balance of the year.

The membership shall select all Officers at the June meeting.

The Executive Board shall appoint all committees, temporary or permanent.

The Executive Board may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in this state.

An Officer may be removed at a special called meeting when sufficient cause exists for such removal.

The TCAPS Music Department Coordinator shall serve in an advisory capacity to the Executive Board to provide information and insight regarding the needs of the TCAPS Music Department and how the Music Boosters organization can fulfill those needs. The TCAPS Music Department Coordinator shall be responsible for the solicitation of applications for organization's Mini Grant Program. The TCAPS Music Department Coordinator will work directly with the Music Boosters Grant/Scholarship Coordinator. They shall be responsible to coordinate the auditions and selection of the Music Boosters Scholarship recipients. The TCAPS Music Department Coordinator shall be responsible for the organization and program of the Annual Music Boosters Benefit Concert.

ARTICLE VIII - OFFICERS

The Officers of the Executive Board shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Grant/Scholarship Coordinator

The duties of the President are:

- The President shall preside at all meetings.
- S/he shall be present at each annual meeting of the organization with annual report of the work of the organization.
- S/he shall see all books, reports and certificates required by law are properly kept or filed.
- S/he may be one of the Officers who may sign the checks or drafts of the organization.
- S/he shall have such powers as may be reasonably construed as belonging to the chief executive of any organization.

The duties of the Vice President are:

- Assume the duties of the President in the event of absence or inability of the President to exercise the office. Vice President will become Acting President of the Organization with all the rights, privileges and powers as if s/he had been duly elected President.
- Oversee committees, recruit committee chairpersons, and assist in recruiting members as needed
- Assist the President in any matters pertaining to the Music Boosters organization.
- Help serve as a liaison with the other TCAPS Music Organizations such as Parent Music Organizations.
- S/he may be one of the Officers required to sign the checks and drafts of the organization.

The duties of the Secretary are:

- S/he shall give and serve all notices to members of this organization.
- S/he shall be the official custodian of the records and ensure proper retention in electronic and written form.
- S/he may be one of the Officers required to sign the checks and drafts of the organization.
- S/he shall present to the membership and/or Executive Board at any meeting any communication addressed to the Secretary of the organization.
- S/he shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The duties of the Treasurer are:

- The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization.
- S/he shall cause to be deposited in a regular business bank or trust company all sums coming to the organization.
- S/he must be one of the Officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
- It shall be his or her duty to file any financial certificates or reports required by any statute, federal or state.
- S/he shall render at the annual membership meeting and any Executive Board meeting a written account of the finances of the organization and such report shall be physically affixed to the minutes of

the Executive Board of such meeting.

- S/he shall exercise all duties incident to the office of Treasurer.

The duties of the Grant/Scholarship Coordinator are:

- S/he will work directly with the TCAPS Music Department Coordinator to coordinate the auditions and selection of the Music Boosters Scholarship recipients.
- S/he will track and ensure the proper distribution and use of student and classroom grant funding.
- S/he will develop and maintain criteria for student and classroom grant funding.
- S/he will retain and maintain documentation in regard to student and classroom funding.

ARTICLE IX - COMMITTEES

All committees of this organization shall be named by the Executive Board and their term of office shall be for a period of one year or less if sooner terminated by the action of the Executive Board. A Board member shall serve as liaison to each committee.

The suggested committees shall be:

- Used Instrument Sale
- Flower Sales
- Booster Benefit Concert
- Communications
- Secondary Ensemble Committees as approved by the Executive Board.

Each Music Booster Committee must report to the Executive Board at regularly scheduled Music Boosters meetings all committee actions and financial reports/transactions (minutes, financial reports).

ARTICLE X - AMENDMENTS

These Bylaws may be amended at the annual meeting, by an affirmative vote of not less than fifty percent (50%) of the members attending the annual meeting.

These amended Bylaws were approved at the Annual Meeting on September 21, 2017