

*Wayne Memorial High School  
Instrumental Music Booster  
Organization*

*By-Laws*



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# **Article I - General Information**

## **Section 1 - Official Name**

Wayne Memorial High School Instrumental Music Booster  
Organization

## **Section 2 - Abbreviated Names**

The Boosters, WMHSIMB, Organization

## **Section 3 - School Name & Location**

Wayne Memorial High School  
Instrumental Music Department  
3001 Fourth Street  
(734) 419-2200 Main Office

## **Section 4 - Premise**

To provide support and assistance, including but not limited to: planning, preparation, setup, chaperone, cleanup, transportation and financial assistance - for the director, staff and students of the Wayne Memorial High School Instrumental Music Department. Organized solely for charitable non-profit purposes as described under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The Boosters will aspire to give all Wayne Memorial Instrumental Music students an enriching experience that is both pleasurable and educational, helping students develop to the highest degrees of proficiency that their talents will allow. The Boosters enthusiastically support and financially augment the school district's instrumental music program, backing the musical standards established by the program through cooperation with the music department, WMHS administration, central administration, and board of education. The boosters exist to support the program, the instrumental music director must have final say in all decisions.

## **Article II - Membership**

### **Section 1- Members**

Membership in the organization is free and open to all interested parties including but not limited to: parents, guardians, students, relatives, friends and supporters - for the enrichment of the instrumental music program.

### **Section 2 - Voting Rights**

The right to cast a vote, when general roll or floor vote is called, is extended to parents and guardians of students currently enrolled and/or participating in the WMHS Instrumental Music Department. For more clarification, the WMHS Instrumental Music Department consists of any group associated with instrumental music, including but not limited to: classes, groups, ensembles, marching band - under the instruction of the current director.

### **Section 3 - Participation**

All members are encouraged to participate in all functions associated with the organization including committees.

## **Article III - Committee Chairs and their Duties**

### **Section - 1 Committee Chairs and their Duties**

#### **Sub Section A - All Committee Chairs**

The following items and duties pertain to ALL Committee Chairs:

1. The term of the committee chairs is one year commencing March 1st and ending March 31.
2. Must currently and throughout their term have a student currently enrolled and/or participating in the WMHS

Instrumental Music Department as clarified by Article II section 2

3. Represent the Committee and organization in any capacity that he or she can, by attending when possible monthly booster meetings, and any event involving the instrumental music program.
4. Willing to have name, phone number and email published in letters, mailings and memos - excluding the director's.
5. Willing to place and receive phone calls as needed
6. Be chaperones for any and all events and activities.
7. Maintain a file folder of the committee's tasks, events and responsibilities
8. In the event of the director's absence any and all duties will revert to the order of the committee chairs as outlined in these by-laws.

### **Sub Section B - Director**

In addition to Article III, section 2, sub section A. A Director is appointed by the Wayne/Westland School District and is not elected into office. In addition to daily duties, the director's duties as associated with the organization are as follows.

1. Preside over all meetings.
2. Work one on one with the committees planning events, agendas, fund - raisers and activities.
3. Keep the organization informed, including but not limited to: schedules, needs, information, and updates - of committees and school

## **Sub Section C - Finance Committee**

In addition to Article III, Section 2, sub section A, the finance chair's duties include:

1. In conjunction with the director and assistant director, set up a yearly budget for marching band and for other aspects of the instrumental music program as needed.
2. Maintain financial books and reports for the organization
3. Process the money including but not limited to: fund-raisers, events, and purchases.
4. Maintain petty cash fund at a level of \$500.00.
5. Maintain general fund at no less than \$1000.00.
6. Manage purchase requests, staff payments, reimbursements, and deposits.
7. All money will be collected at meetings and counted and verified by two people unless electronic payments are used.
8. Receipts will be given as money is turned in (and counted).
9. All purchases must be approved by director.
10. All checks will be signed by two people from the committee with written approval from director.
11. All staff will be paid with a check and a 1099 will be filed.
12. In January, prepare tax form and 1099's.
13. Original receipts must be turned in as purchases are made and purchase documented.
14. All purchases will be made with the credit card, or person will be reimbursed. Reimbursement will only happen if purchase was approved prior by director. Taxes will not be reimbursed.
15. Will provide members with an updated invoice as needed.
16. Will keep track of payments made by members (whether through fundraiser or direct payment).

## **Sub Section D – Communications and Publicity Committee**

In addition to Article III, section 2, sub section A, the communications and publicity chair's duties include:

1. Maintain minutes and attendance from meetings.
2. Prepare newsletters, lists, and information as needed
3. Make a directory of members with email and phone numbers. In charge of sharing with all members.
4. Keep email addresses current
5. Send out information about the band via the computer or mail with the approval of the director.
6. Inform media of band events with consent of band director
7. All communications must have director approval prior to release

## **Sub Section E - Uniform Committee**

In addition to Article III, section 2, sub section A, the Uniform Committee duties include:

1. Make sure all uniforms are accounted for and properly stored.
2. Make sure uniforms are clean and ready for performance.
3. Maintain organization in the uniform room.
4. Submit requests for funds for the upkeep and maintenance of the uniforms to the finance chair.
5. At least one person from this committee must be available during the day to disburse uniforms and perform minor fixes if needed before a weekday competition or game.



6. Uniform fittings for all members will take place the first and second weeks of August at the director's discretion.
7. Uniform committee will mend / hem uniforms as needed.
8. Once during the season, uniforms will be sent to cleaners. Committee will prepare, package, and make arrangements for cleaners to come get them. Once brought back, the committee will put them away.
9. At the end of the season, uniforms will be prepared (hems taken out, etc) for final cleaning. Then re-organized appropriately.

### **Sub Section F - Entertainment Committee**

In addition to Article III section 2, sub section A. the Entertainment Committee duties include:

1. Concert preparations: decorate the stage and help prepare programs as needed.
2. Procure pre-game / pre-competition meals and snacks for football games, competitions, parades, and any other event per director's discretion.
3. Plan menu for band camp with person designated as food supervisor.
4. Designate person as food supervisor. This person must have manager serv safe certification.
5. Organize volunteers to serve food at events. All volunteers must have food handler serv safe certification.
6. If volunteers do not have necessary certification, make it happen.
7. Be sure that coolers of water are brought to every event.
8. Organizing banquet and Memorial day picnic

## **Sub Section G - Equipment Committee**

In addition to Article III, section 2, sub section A, the Equipment Committee duties include:

1. Organize all setup and transfer of equipment for all events.
2. Maintain and transport tractors and trailers to all events that need these items.
3. Be available to work at all football games or arrange someone to work in your place.
4. Recruit and organize volunteers to help move equipment for football games, competitions, etc.

## **Sub Section H - Chaperone Committee**

In addition to Article III, section 2, sub section A, the Equipment Committee duties include:

1. Organize and recruit chaperones and volunteers for events.
2. Collect paperwork from all volunteers to be approved as a school volunteer.
3. Turn all completed paperwork in to main office in timely manner.
4. Keep list of events that chaperones and volunteers are needed.

## **Sub Section I - Seniors/Clinic Committee**

In addition to Article III, section 2, sub section A, the Senior/Clinic Committee duties include:

1. Organize senior class events and hold senior meetings to garner necessary information to hold such events (ie. Senior Lock-In, Dance Themes, Fundraising Efforts, etc.)
2. Point of contact for the WMHS Scholastic Clinic.

3. Collaborate with relevant committees to procure necessary (but not limited to) funds, food, beverage, signage and itineraries.
  - a. Collaborate with the Entertainment Committee on food items (both sold and provided to students/staff) necessary for the clinic.
  - b. Collaborate with the Finance Committee on budget for food and obtaining funds to make purchases of food/beverage for the clinic.

### **Article IV - Allocations of Funds**

No part of the net earning of the organization corporation shall insure for the benefit of, or be distributable to, its members, trustees, officers, or other private persons. Further, the organization will not attempt to influence legislation or intervene in any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization corporation shall not carry on any other activities not permitted of an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Allocation of all funds is at final discretion of the director.

# **Article V- Monthly Meetings**

## **Section 1 - Overview**

Monthly meetings will be held on the second Tuesday of each month, August through June. These meetings will be held at 7:00 P.M. on the Wayne Memorial High School grounds, typically the Stockmeyer Auditorium. A virtual meeting may take place when the meeting agenda indicates a meeting of 30 minutes or less. Meetings are open to all eligible membership. The meetings date and times are subject to change.

## **Section 2 - Agenda**

A printed agenda will be provided prior to the start of the monthly meeting and will include the following:

1. Call to order
2. Consent including:
3. Reading and/or review of the previous meetings minutes
4. Vote by members for approval -majority rules
5. Reading and/or review of the financial report
6. Vote by members for approval-majority rules
7. Review of committees
8. Requests, and reviews information, discussion and vote as needed for all current and future aspects of the department and organization.
9. Open floor questions and discussions for the good of the group
10. Adjournment will be called

## **Section 3 - General Votes**

General votes, such as those for approval of the minutes and finance report shall be held as needed. All votes are officiated by the director or presiding committee chair in his/her absence. All votes must be motioned, seconded, and voted upon- "aye" or "nay". All motions and seconds are made as per voting rights stated in Article II, section 2 for members Article III, section 2 for current officers. The director or

presiding committee chair may not cast a motion or second for any vote unless it breaks a tie.

The director will ask for a motion to be made for the vote from all members. Another member must second all motions. Once a motion and second has been made, the presiding Director will ask for a verbal vote for "aye" followed by "nay". Majority rules. The presiding Director may cast an "Aye" or "nay" as per Article III, section 2 in an event of a tie.

## **Article VI - Dissolution of Boosters**

“Wayne Memorial High School Instrumental Music Booster Organization” (The Boosters) may be dissolved by the Wayne Memorial High School Instrumental Music Director or in conjunction with the Wayne Memorial High School Principal. Upon the dissolution of the organization, assets shall be distributed to Wayne Memorial High School into the Band & Orchestra Internal Club account and used solely for support and benefit of the Wayne Memorial High School Instrumental Music program.

## **Article VII - By Law Revision and Amendments**

### **Section 1 - Proposal**

These By-Laws may be revised or amended at any time. All proposals must be made in writing to the director. The director reserves the right to table the revision or amendment to a later date up to but not exceeding 3 months from the proposal.

### **Section 2 - Notification**

Members will be notified in writing of any proposed changes to the By-laws at monthly meetings. Pertinent information will be provided for members' review. Notification will also include the date, time and

location of the meeting that will include the discussion, Re-vision and vote of the change.

### **Section 3 - Discussion**

During the notified meeting, the director or presiding committee chair in their absence will explain and open the floor for discussion on the proposed revision or amendment. Any contest to the wording of the proposal can be discussed.

### **Section 4 - Revision Proposal**

During the discussion, should a revision be requested, the director, following General Vote rules per Article IV section 3, will conduct a vote for the acceptance of the revised wording.

### **Section 5 - Revision Vote**

Hearing no further discussion or contest to the revision, following General Vote rules per Article IV section 3, the director will conduct a vote for the acceptance of the revision. Upon acceptance, these By-Laws will be revised and amended as needed. All revisions and amendments will be noted in the revision history of the By-Laws.

## **Revision History**

February 2022	Discussion and Revision
February 2021	Discussion and Revision
June 2012	Discussion and revision
February 2004	Open for discussion and revision
March 1998	Rewrite & adopted
May 1991	Revised
February 1990	Revised
April 1989	Revised
May 1988	Revised
May 1986	Revised
May,1985	Revised