

**REVISED AND RESTATED
CONSTITUTION AND BYLAWS
OF
NOVI HIGH SCHOOL ORCHESTRA BOOSTERS
Adopted April 2019**

REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS

Table of Contents

	<u>Page</u>
Article I – Organizational Identification	1
Section 1 – Name	
Section 2 – Orchestra Program	
Article II – Purpose	1
Article III – Objectives	1
Article IV – Membership	2
Article V – Executive Board	2
Section 1 – The Board	
Section 2 – Membership and Voting Rights	
Section 3 – General Duties of the Board	
Article VI – Officers' Duties and Responsibilities	3
Section 1 – Elected Officers	
Section 2 – President	
Section 3 – 1 st Vice President	
Section 4 – 2 nd Vice President	
Section 5 – Secretary	
Section 6 – Treasurer	
Section 7 – Director of Orchestra Program	
Section 8 – Past President	
Section 9 – Members-at-Large	
Section 10 – Alumni Representative	
Section 11 – Student Representatives	
Article VII – Elections	6
Article VIII – Standing Committees	7
Section 1 – Standing Committees	
Section 2 – Concession Stand	
Section 3 – Publicity	
Section 4 – Uniform	
Section 5 – Equipment/Pit	
Section 6 – Festivals	
Section 7 – Fundraising	

REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS

Table of Contents

	<u>Page</u>
Article VIII – Standing Committees (continued)	7
Section 9 – Special Events	
Section 10 – Banquet	
Section 11 – Orchestra Camp	
Section 12 – Chaperone	
Section 13 – Trip	
Article IX – Meetings	9
Section 1 – Parliamentary Authority	
Section 2 – Regular Meetings	
Section 3 – Special Meetings	
Article X – Fiscal Year	10
Article XI – Quorum	10
Section 1 – Executive Board Meetings	
Section 2 – General Membership Meetings	
Article XII – Amendment	10
Article XIII – Individual Student Accounts	10
Article XIV – Miscellaneous	11

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

ii

These revised and restated Constitution and Bylaws of the Novi High School Orchestra Boosters shall act as a total revision of the constitution and Bylaws of the Novi High School Orchestra Boosters dated September 23, 1987, as amended.

ARTICLE I
Organizational Identification

Section 1 – Name

The name of the organization shall be the "NOVI HIGH SCHOOL ORCHESTRA BOOSTERS" (hereinafter referred to as "Orchestra Boosters").

Section 2 – Orchestra Program

The Novi High School Orchestra Program (hereinafter referred to as "Orchestra Program") shall include, but not be limited to, the Wildcat Orchestra, Concert Orchestra, Symphony Orchestra, Philharmonic Orchestra, and any other group organized under the NHS Orchestra Program.

ARTICLE II
Purpose

The purpose of this organization shall be to support and encourage the Orchestra Program; to bring the Orchestra Program into community focus; to engage in such education and action as may enhance the quality and quantity of musical experience and character development; and to promote the school-community interaction and exchange to the benefit of all.

ARTICLE III
Objectives

- A. To assist the Novi High School Orchestra Program Faculty in developing, executing, and funding support for relevant activities that promote school-community interaction, and make the Novi High School Orchestra Program a contributing factor in our community.
- B. To encourage our high school Orchestra students to strive for greater musical achievements and musical appreciation by actively demonstrating our interest and support in their endeavors.
- C. To lend all possible support, both moral and financial, to all

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

members of the Orchestra Program, including sponsoring fund raising activities and rendering any other assistance necessary at Orchestra functions in full support of their activities.

D. To promote a better understanding between the students, parents and community of the hard work, effort, and dedication the students give to the Orchestra Program by actively sharing and supporting their endeavors.

E. To promote personal and social enjoyment, personal growth, self-satisfaction, and pride in the Orchestra Program through active participation in the activities of the Orchestra Program.

F. To cooperate with and support the Orchestra Faculty and school administration to ensure that the Orchestra Program shall attain and maintain the highest possible degree of efficiency and excellence.

G. To comply with all existing state and federal guidelines, laws and statutes, including Section 501(c)(4) of the Internal Revenue Code of 1954, as amended or shall be hereinafter amended in order to be considered an organization exempt from federal and state taxes.

**ARTICLE IV
Membership**

Any parent or legal guardian of a current school year Orchestra member is automatically a member.

**ARTICLE V
Executive Board**

Section 1 – The Board

The organization shall be governed by an executive board (hereinafter referred to as "Board").

Section 2 – Membership and Voting Rights of the Board

The Voting Board Members shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The non-voting members shall consist of: Orchestra Program Director, Past Presidents who request Board Membership.

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

Section 3 – General Duties of the Board

- A. The board shall conduct the affairs of the Novi High School Orchestra Boosters in the best interest of the Novi High School Orchestra students.
- B. The board shall prepare an annual proposed financial budget for the following year at the June general membership meeting for preliminary review and approval. The annual financial budget shall be presented and voted on for final approval at the September general membership meeting.
- B. The board shall meet whenever matters of business deem it necessary, but not less than four (4) times annually.
- D. The board shall insure compliance with the:
 - i. Policies of the Novi Community School District;
 - ii. The Orchestra Boosters Articles of Non-Profit Incorporation Including these Constitution and Bylaws;
 - iii. The laws of the State of Michigan; and
 - iv. Federal Tax-Exempt Guidelines.

ARTICLE VI
Officers' Duties and Responsibilities

Section 1 – Elected Officers

The elected officers of this organization shall be: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2 – President

The President shall:

- a. Be the spokesperson for the organization;
- b. Preside at all executive board and general membership meetings;
- c. Administer the Constitution and Bylaws;
- d. Appoint committees to carry out the functions of the organization; and
- e. Serve as ex-officio member of all committees.

Section 3 – 1st

The 1st Vice President shall:

- a. Assume the responsibilities of the President when the President is absent or unable to serve

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

- b. _____ Serve as Chairperson of the Fundraising Committee, and shall coordinate scheduling and oversee the fundraising activities of the organization;
- c. _____ Develop, in conjunction with the Treasurer, an annual budget in May for presentation to the general membership at the June meeting.
- d. _____ Oversee financial responsibilities of all individual student accounts and major trip accounts;
- e. _____ Serve as Chairperson of the Election Committee and oversee the election process each year; and
- f. _____ Submit in May of each year a calendar of fundraising activities for the next school year to the school board and High School Administration.

Section 4 – 2nd

The 2nd Vice President shall:

- a. _____ Serve as Chairperson of the Publicity Committee;
- b. _____ Be responsible for publicizing all Orchestra functions, and reporting of same to the community;
- c. _____ Be responsible for publication and distribution of the Orchestra Boosters Monthly Newsletter and special mailings, as needed;
- d. _____ Be a member of the Fanfare Committee, responsible for procuring all advertising and compilation of Fanfare Program; and
- e. _____ Be responsible for maintaining communication between the Middle School Orchestra parents, Orchestra Director and students.

Section 5 – Secretary

The Secretary shall:

- a. _____ Take all minutes of all executive and general membership meetings;
- b. _____ Be responsible for all Orchestra Booster correspondence;
- c. _____ Maintain the business/records file of the organization;
- d. _____ Be responsible for distributing copies of minutes for meetings, and making available, upon request, copies of minutes for school administrators;
- e. _____ Be responsible for compiling and distributing Orchestra Handbooks to new members of the Orchestra Program; and
- f. _____ Be responsible for maintaining the Orchestra Booster Mailing Database.

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

Section 6 – Treasurer

The Treasurer shall:

- a. Have the responsibility for maintaining financial records for the organization;
- b. Receive and receipt all funds and make all distributions;
- c. Present financial reports at all General Membership Meetings;
- d. Work with the 1st Vice President to develop an annual budget in May to be presented at the June General Membership Meeting;
- e. Provide an annual financial statement;
- f. Prepare and submit the Michigan Annual Report to the proper state authority;
- g. Prepare the Federal Tax Return for the fiscal year ending June 30th. Present the completed Federal Tax Return to the incoming Treasurer for filing on or before November 15 following the fiscal year end of your term of office; and
- h. Submit a budget and financial summary to the High School Administration, per school district policy.

Section 7 – Director of Orchestra Program

The Director of the NHS Orchestra Program shall:

- a. Regularly inform the board of the progress and needs of the Orchestra Program;
- b. Submit an annual budget request to the Treasurer in April of each year for the following school year;
- c. Be the spokesperson for classroom needs and programs;
- d. Submit Orchestra rosters and an annual calendar; and
- e. Serve as Resident Agent for the NHS Orchestra Booster Non-Profit Corporation.

Section 8 – Past President

The Past President shall serve as a Board and Booster member to advise and maintain continuity from past year's activities and programs.

Section 9 – Members-at-Large

The Members-at-Large shall be committee chairpersons.

Section 10 – Alumni Representative

The Alumni Representative may be a past parent or student. The Alumni Representative shall act as a liaison between the Orchestra Boosters and the alumni parents and alumni Orchestra members to promote communication and involvement in the Orchestra Booster organization.

Section 11 – Student Representatives

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

The Student Representatives shall promote communication and involvement among current Orchestra members.

ARTICLE VII
Elections

- A. A nominating committee shall be appointed by the President in March of each year, with general elections to take place at the May Orchestra Booster meeting each year.
- B. A March newsletter will have a call for nominations enabling all Orchestra Boosters to have the opportunity to be nominated for a board position. All nominations shall be submitted to the chairperson of the nominating committee.
- C. Nominations shall be submitted at the April General Membership Meeting and all recommendations for committee chairpersons. Nominations may be made from the floor at the May General Membership Meeting.
- D. The elected officers of the organization shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
- E. A majority of votes cast shall be necessary to elect an officer.
- F. Only members with current Orchestra students are eligible to participate in any elections.
- G. Election of officers shall be by written ballot with results counted by two Members-at-Large not seeking office.
- H. Elected officers may be held by a two person team acting as co-officers for any one position.
- I. The term of office shall be one year, commencing June 1st and ending May 30th the following year.
- J. To be considered for election to the board (with the exception of the Alumni seat), a Orchestra Booster must have a child in the NHS Orchestra Program at the time of election or will have a child in the NHS Orchestra Program in the succeeding school year.

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

- K. Vacancies on the board will be filled by a vote of the remaining board members.

**ARTICLE VIII
Standing Committee**

Section 1 – Standing Committee

There shall be the following Standing Committees:

Concession Stand	Fundraising
Publicity	Special Events
Uniform	Banquet
Equipment/Pit	Band Camp
Chaperone	Festivals
Trip	

and such other committees as the executive board shall determine.

Section 2 – Concession Stand

The Concession Stand Committee Chairperson(s) shall be appointed by the President each year. This committee shall organize and operate the Orchestra Boosters Concession Stands during Fanfare, all District and State Festivals held at Novi High School, and at any other time as determined by the Board and school administration. The committee will be responsible for maintaining all Orchestra booster concession equipment.

Section 3 – Publicity

The Publicity Committee shall be chaired by the 2nd Vice President. This committee shall be responsible for advertising, including correspondence with the press and all other matters of publicity. The committee shall be responsible for publishing the Orchestra Booster monthly newsletter to keep members informed of Orchestra activities, accomplishments and to generate enthusiasm within the Orchestra and within the community.

Page 7 of 11

Section 4 – Uniform

The Uniform Committee Chairperson(s) shall be appointed by the President each year. This committee shall assist the Orchestra Director with distribution and maintenance of uniforms. The committee's responsibilities shall include fitting of Orchestra uniforms, maintenance and cleaning of uniforms at appropriate times during the school year, and collection and inventory of uniforms at the end of each school year. The committee will also oversee uniform distribution and collection at each performance.

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

Section 5 – Equipment/Pit

The Equipment/Pit Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for maintaining and transporting equipment that is used by the NHS Orchestra Program during the year, including, but not limited to, transporting of props, instruments, to and from any performance given by the Orchestra.

Section 6 – Festivals

The Festivals Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for organizing and overseeing all facets of the District and State Orchestra Festivals when hosted by Novi High School.

Section 7 – Fundraising

The Fundraising Committee shall be chaired by the 1st Vice President. This committee shall be responsible for reviewing, recommending and planning fundraisers which will enable the students to earn funds for the Orchestra Booster's budget, as well as earning funds for their own individual student accounts. The committee shall oversee regularly established sales, as well as organize any special fundraisers necessary to meet the Orchestra Program's goals. This committee will work with the Treasurer in overseeing the individual student accounts.

Section 8 – Special Events

The Special Events Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for planning and providing refreshments for concerts and other special events, when required.

Section 9 – Banquet

The Banquet Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for organizing and planning the annual June Banquet.

Section 10 – Orchestra Camp

The Orchestra Camp Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for planning and operating all facets of the annual summer Orchestra camp, including registration, meals, and activities.

Section 11 – Chaperone

The Chaperone Committee Chairperson(s) shall be appointed by the President each year. This committee shall organize and oversee parents to serve as chaperones for Orchestra events where the Orchestra is required to

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

travel. The committee shall provide refreshments, maintain first aid kits for chaperones, and present proper guidelines for the chaperone.

Section 12 – Trip

The Trip Committee Chairperson(s) shall be appointed by the President bi-annually. The committee shall be responsible to assist the Orchestra Director and designated travel agency in planning for transportation, lodging, meals, activities, and other matters that shall be necessary for Orchestra travel for the bi-annual trip, or any other specially designated trip as selected by the Orchestra Director and approved by the school board.

**ARTICLE IX
Meetings**

Section 1 – Parliamentary Authority

All meetings shall be conducted in accordance with Robert's Rules of Order.

Section 2 – Regular Meetings

The regular meetings of the organizations shall generally be held the 2nd Tuesday of each calendar month.

Section 3 – Special Meetings

Special meetings may be called when deemed necessary by the executive board.

**ARTICLE X
Fiscal Year**

The fiscal year of the organization shall be July 1st through June 30th.

**ARTICLE XI
Quorum**

Section 1 – Executive Board Meetings

A majority of the executive board shall constitute a quorum at any executive board meeting.

Section 2 – General Membership Meetings

The membership in attendance shall constitute a quorum at any General Membership Meeting.

REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS

ARTICLE XII
Amendment

The Bylaws may be amended by a two-thirds (2/3) majority of the Orchestra Boosters present and voting when necessary and with ample notification. Notification shall be considered to be a minimum of one (1) meeting in advance of the question being voted upon.

ARTICLE XIII
Individual Student Accounts

The main purpose for individual student accounts is to encourage the students to fundraise to help subsidize the bi-annual major trip that is taken by the NHS Orchestra. With the ever expanding growth of the NHS Orchestra Program, and small groups of Orchestra members, any smaller organized Orchestra group, attending out-of-state regional and world championship events, as well as the cost of Orchestra camp, the Orchestra Boosters realize that encouraging students to do additional fundraising to allow for subsidizing these extra events would also benefit the Orchestra as a whole. Therefore, individual student accounts may be used **only** for the following purposes:

- A. In order to subsidize any additional special trips or Orchestra fees, a student's individual account must maintain a standing balance of five hundred (\$500.00) dollars, or an amount to be amended by the executive board, to be used towards the bi-annual major trip.
- B. A senior in a non-major trip year may be exempt from the five hundred (\$500.00) dollar standing balance.
- C. Individual student accounts may not be used for private lessons, solo or ensemble fees, or any individual summer enrichment program. Individual student accounts may not be used by parents to pay chaperone fees for any trip.
- E. Individual student accounts for Orchestra students who are graduating or dropping band shall be handled as follows:
 - i. *Written notification must be received by the Treasurer by the end of the Booster's fiscal year (June 30th) to transfer the balance in a student account to a sibling of the band student (sibling band accounts shall be held for a period of five (5) years following the graduation of an older sibling); or*

**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS**

- ii. If no sibling will follow the student, any balance remaining shall be transferred to the Orchestra Booster's general fund after August 1st of the next school year.

**ARTICLE XIV
Miscellaneous**

- A. No Orchestra Booster property shall be loaned out to any individual or group without the prior approval of the executive board and Orchestra Director.
- B. Any expenditure not in the approved budget shall be subject to approval by the executive board before the expenditure is made.
- C. These revised and restated Constitution and Bylaws of the Novi High School Orchestra Boosters shall be effective upon approval.