

The Constitution of the Kentwood Band Booster Committee

Article I

Name

1.1 This organization shall be known as the Kentwood Band Booster Committee hereafter referred to as Kentwood Band Boosters, KBB, or the Association.

ARTICLE II

Purpose and Authority Objective

2.1 Kentwood Band Boosters has been formed with the approval of the Board and Administration of Kentwood Public Schools specifically to identify, develop, operate, fund, support, promote, and encourage charitable and educational programs and projects which will benefit those who have a vested interest in the 6-12 band programs in Kentwood Public Schools; to encourage students in developing their knowledge of and competence in the band program; to stimulate interest in and encourage the participation of parents in the activities of the Association; to provide a venue for the exchange of ideas and distribution of information through publications and other means in support of the band programs in Kentwood Public Schools; and to enlist community support for the band programs in Kentwood Public Schools.

2.2 The Association shall have the authority, directly or indirectly, alone or in cooperation with others, to engage in any lawful activity which may be necessary or convenient to affect any of the purposes for which the Association is organized.

2.3 The authority of the Association shall include, but is not specifically limited to, the acceptance of the contributions in cash, in kind or otherwise, from both the public and private sectors. KBB shall exercise its authority to disburse funds only in the furtherance of its stated purposes.

ARTICLE III

Organization and Membership

3.1 Membership in the Kentwood Band Boosters is open to anyone with a vested interest in the 6-12 band program in Kentwood Public Schools. A voting member of Kentwood Band Boosters must be a parent/guardian of a student currently enrolled in a 6-12 Kentwood Public Schools band program, or a former band parent/guardian who wishes to continue duties and has board approval to serve.

3.2 The Executive board shall have the authority to establish and define non-voting categories of membership.

ARTICLE IV

Governance and Executive Board

4.1 Kentwood Band Boosters shall be governed by its Constitution. The Executive Board (Board) is responsible for establishing the overall policy and direction of the Association and delegates responsibility for day to day operations to the President, standing and ad hoc committees. The Board shall receive no compensation for its services, other than reasonable expenses.

4.2 The officers of this organization make up the Executive Board and shall be : President, Vice President, Secretary, Treasurer, one (1) Band Representative-At-Large from each band program.

4.3 All Kentwood Public School Band Directors and respective Building Administrators shall serve as non-voting consultants/advisors to the officers for the Association.

4.4 All Board members shall be elected annually. Board members may be re-elected for consecutive terms.

4.5 In the event an officer of the Executive Board is unable to complete their duly elected term of office, the President shall appoint an Association member to that position, subject to the approval of the Executive Board.

ARTICLE V

Duties of the Officers

5.1 President. The President shall convene all regularly scheduled meetings; shall preside or arrange for other members of the executive committee to preside at each meeting in the following order: Vice President, Secretary, and Treasurer; and perform such duties as custom and parliamentary procedure require. The President shall appoint all standing and ad hoc committees, subject to the approval of the Executive Board.

5.2 Vice President. The Vice President will perform such duties as custom and parliamentary procedures required to aid the President and committee chairs in all tasks, or in the absence of the President. In the event the office of President becomes vacant, the Vice President shall assume the unexpired term.

5.3 Secretary. The Secretary shall keep an accurate record of all Executive Board actions; take minutes of all Association meetings; provide electronic copies of meeting minutes to each member of the Executive Board, and members in attendance, no later than ten (10) days following the stated meeting. The Secretary shall ensure electronic copies of meeting minutes are available at every stated meeting; and prepare and send correspondence at the direction of the president.

5.4 Treasurer. The Treasurer is designated as the custodian of all monies and property of the Association; shall properly record all receipts and disbursements; prepare the annual budget, with input from Executive Board members and band directors; make Association financial information available to Board members and the public as requested; and prepare and present a monthly financial report. It is strongly recommended that the Treasurer have an accounting background.

5.5 Representatives-at-Large. Representatives-at-Large serve as the liaison and representative between their respective school band programs and the KBB Executive Board for all matters relating to ARTICLE II, Purpose and Authority Objective. Duties may include the collection of funds for fundraisers, assistance with uniforms, communication with families and social media, and other tasks as requested by the directors.

5.6 All officers shall attend scheduled meetings, excluding extenuating circumstances and exceptions on a case by case basis approved by the President.

ARTICLE VI

Nomination and Election of Officers

6.1 At the January meeting of each year, the President will accept nominations from members and directors in attendance or via electronic correspondence to be considered for an executive board position for the upcoming school year.

6.2 Any booster running for elected office on the Executive Board must meet the membership criteria in Section 3.1 above. The slate of officers shall be presented at the March General Membership Meeting where elections shall be conducted by secret ballot. Nominations from the floor shall be allowed at this meeting in accordance with Roberts Rules of Order, Revised.

ARTICLE VII

Standing Committees

7.1 The Association shall maintain the following standing committees: Uniforms, Fundraising, Hospitality, Marching Band Camp, MSBOA and Falcon Invitational, and Pit Crew. Standing Committees shall be appointed by the President, subject to approval of the Executive Board. All committee chairs shall give a status report at each regularly scheduled meeting of the Association.

7.2 Fundraising Committee. The Fundraising committee shall arrange and supervise fundraising activities. The committee will follow all money handling guidelines as outlined by the Treasurer and approved by the Executive Board. The chair shall make a report to the Association at the May meeting if so requested by the President, with approval of the Executive Board.

7.3 Hospitality Committee. The Hospitality Committee shall oversee the provision of refreshments for band events, such as clinics, travel, marching band practices, performances, and other events as requested by the directors. In addition, the committee shall coordinate and provide refreshments for MSBOA events and the Falcon Marching Band Invitational.

7.4 Uniform Committee. The Uniform Committee shall oversee the inventory, distribution, recovery, cleaning, and storage of all 9-12 band uniforms. The committee will recommend any fees and/or costs attributed to students and the setting of said fees and/or costs will be approved by the Executive Board. The committee will also follow the money handling guidelines as outlined by the Treasurer and approved by the Executive Board. The chair will make a report at the May meeting if so requested by the President, with approval of the Executive Board.

7.5 Marching Band Camp Committee. The Marching Band Camp Committee will recruit parent volunteers to assist with Marching Band Camp. Volunteer opportunities include assisting in the kitchen for meal preparation and service, chaperones, medical personnel, and any other assistance requested by band directors.

7.6 MSBOA and Falcon Invitational Committee. The MSBOA and Falcon Invitational Committee will recruit parent and student volunteers to assist with the MSBOA Festival and the Falcon Invitational. Areas to be staffed include parking, volunteer check-in, concessions, band guides, crowd control, hospitality, pit crew, field positioning, ticket taking, and medical.

7.7 Pit Crew Committee. The Pit Crew Committee will assist with moving marching band supplies and instruments during marching band camp, weekly marching band rehearsals, football games, away competitions, MSBOA Festival, and the Falcon Invitational.

ARTICLE VIII

Special Committees

8.1 Special committees shall be appointed by the President as needed to carry on the work of the Association. Chairpersons of special committees shall report to the Executive Board and have the right to participate in discussions relevant to their appointed committees. The chair of each special committee shall give a status report at each regularly scheduled meeting of the Association.

ARTICLE IX

Meetings

9.1 The Kentwood Band Boosters shall hold regularly scheduled meetings throughout the school year, and at any other time deemed necessary by the President or directors. The time and place of each meeting shall be set by the Executive Board at the start of the school year, added to the online calendars when applicable, and reminder emails sent out to families.

9.2 A quorum of six (6) voting members must be present before business can be transacted or motions made or passed.

9.3 The annual meeting for the election of officers shall be the spring, with any remaining school year meetings run as a joint meeting of the old and new boards.

ARTICLE X

Parliamentary Authority

10.1 Roberts Rules of Order, Revised shall be the parliamentary authority for this organization and shall be applicable in all cases where it does not conflict with the constitution and the standing rules of this organization.

ARTICLE XI

Legal and Organizational Tax Exempt Status

11.1 The Kentwood Band Boosters is organized exclusively for charitable, scientific, literary, or educational purposes, within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

11.2 No part of the net earnings of this Association shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II.

11.3 No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign or on behalf of any candidate for public office. Notwithstanding other provisions of this document, the Association shall not carry on any other activities not permitted to be carried on (a) by organizations exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code of 1986, as amended or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986, as amended.

11.4 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986, as amended, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of common pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XII

Amendments

12.1 The constitution may be amended by a two-thirds vote of the voting members at any regular meeting of the Association. Electronic copies will be made available for review prior to the meeting at which the proposed amendments are to be considered.

ARTICLE XIII

Review of Constitution

13.1 An Ad Hoc Committee will be formed at least every three (3) years, beginning in 2021, with the sole purpose of ensuring that the Constitution remains in accordance with section 501 (c) (3) of the Internal Revenue Code of 1986, as amended.

ARTICLE XIV

Student Accounts

14.1 The Association will maintain an account (Student Accounts) for each 6-12 band student. The individual accounts can be used for the purposes listed in the Student Account Guidelines (Attachment A).

Attachment A

Kentwood Band Boosters Student Account Guidelines

KBB Student Accounts are set up and maintained to assist 6-12 band students in Kentwood Public Schools with some of the expenses related to participation in the band program.

Funds are earned for the student's account by participating in KBB fundraisers. Each fundraiser will state how much may be earned for the student's account.

Requests to use funds are to be submitted to the Treasurer or Director in writing at least two weeks before the funds are needed. Student Account Request forms are available upon request.

A student can use his/her account funds for the following items:

1. Marching Band Camp grades 9-12
2. Summer music camps grades 6-12
3. Uniform fees grades 9-12
4. Music lessons grades 6-12
5. Band trips grades 6-12
6. Repair/maintenance of instruments grades 6-12
7. Special band events (Director approved)

Once a student ends their involvement in the band program, any funds remaining in their account will be transferred to a designated member currently enrolled in a Kentwood Public School instrumental music program, as indicated by the leaving member before the end of the school year. In the event that there are no designations made, the remaining funds will be transferred to the organization's Special Needs Fund and will be utilized at the discretion of the general membership. ***Balances cannot be redeemed for cash.***