



# CONSTITUTION

## Enacted October, 2010

### Article I

#### **Name**

The name of this organization shall be the Grand Ledge Music Booster Association.

### Article II

#### **Purpose**

The purpose of this association is to promote, stimulate, and support interest in instrumental and vocal music in the Grand Ledge Public Schools.

### Article III

#### **Membership**

All parents of band and vocal music students and other interested persons are considered members of this association.

### Article IV

#### **Officers & Committees**

##### **Section 1**

The elected officers shall be president, 1st, 2nd, 3rd, 4th vice presidents, secretary, and treasurer. An Executive Committee shall consist of the above officers, the immediately past president, music directors, and elementary music teachers.

##### **Section 2**

The president, 1st, 2nd, 3rd, 4th vice presidents, secretary, and treasurer shall be installed and take office at the end of the May meeting. No officer may hold the same office for more than one consecutive year except upon the recommendation of the Nominating Committee. Elected officers must be a parent, step parent, grandparent, or guardian of a music student.

##### **Section 3**

The Executive Committee shall appoint a member to fill any vacancy that may occur among the officers.

##### **Section 4**

Each year the president shall appoint a Nominating Committee of three (3) members. The Nominating Committee shall assemble a list of candidates and report at the April meeting a complete ticket of candidates whose consent has been obtained for

president, 1st, 2nd, 3rd, 4th vice presidents, secretary, and treasurer. Members shall elect an officer to a designated office by ballot at the May general membership meeting.

## Article V

### Duties of Officers and Executive Committee

#### Section 1–President

It shall be the duty of the president to preside at Executive Committee and general membership meetings. The president shall appoint all committee chairpersons. The president shall be a member of all committees.

#### Section 2–Vice President of Fund Raising

The 1st vice president shall preside in the absence or disability of the president and, during that time, fulfill all the duties pertaining to the office of president. He or she shall also coordinate all fund raising projects.

#### Section 3–Vice President of Publicity

The 2nd vice president shall preside in the absence or disability of the 1st vice president and, during that time, fulfill all the duties pertaining to the office of 1st vice president. He or she shall be responsible for publicity.

#### Section 4–Vice President of Private Lessons

The 3rd vice president shall preside in the absence or disability of the 2nd vice president and, during that time, fulfill all the duties pertaining to the office of 2nd vice president. He or she shall be responsible for coordinating the Grand Ledge Music Booster Association sponsored private lesson program.

#### Section 5–Vice President of Sponsorship

The 4th vice president shall preside in the absence or disability of the 3rd vice president and, during that time, fulfill all the duties pertaining to the office of 3rd vice president. He or she shall be responsible for the sponsorship program.

#### Section 6–Secretary

The secretary shall keep minutes of all meetings including the Executive Committee meetings, conduct all correspondence, maintain a general meeting attendance roster, and issue calls for meetings of the Executive Committee and general membership.

#### Section 7–Treasurer

The treasurer shall make disbursements for all bills approved by the Executive Committee, maintain a proper book record of all accounts, receipts, and disbursements, and prepare a financial report for each general membership meeting. The treasurer shall file all appropriate forms with the proper governmental agencies.

### **Section 8–Parent Representative**

Parent representatives shall be chosen by the music directors/teachers from parent volunteers in each school. One representative per director/teacher may be chosen. Parent representatives will serve as liaison for their school and carry out any duties agreed upon by the Executive Committee.

### **Section 9–Executive Committee**

The Executive Committee shall conduct the official and financial business of the association.

The Executive Committee shall meet periodically at a time and place to be determined by the Executive Committee.

The general membership meetings shall be held monthly, September through May, at a time and place to be determined by the Executive Committee.

The Executive Committee shall appoint a person or persons to audit the yearly records and financial transactions of the association and report their findings at the September meeting.

## **Article VI**

### **Order of Business**

The suggested order of business of the association shall be:

1. Approval of agenda
2. Reading of the minutes of last meeting
3. President's comments
4. Report of the treasurer
5. Report of music directors/teachers
6. Vice presidents' reports
7. Report of committees
7. Unfinished business
9. New business
10. Adjourn

## **Article VII**

### **Voting**

Six (6) members of the Executive Committee, as defined by Article IV, Section 1, shall constitute a quorum for the transaction of business at any meeting. A parent representative can act in lieu of an absent director or teacher, including voting.

At all meetings, except for the election of officers, all votes shall be by voice. For election of officers, ballots shall be provided to all members, as defined by Article III, present at the time of voting.

## Article VIII

### **Changes**

These articles may be changed by a two-thirds vote of the officers, as defined by Article IV. Notification of a vote on proposed changes to the constitution shall be included in the written notice prior to the meeting at which the proposed changes are to be considered. Any officer may request a proxy. It must be received prior to the start of the meeting at which action is to be taken.