



Constitution and By Laws

Enacted October, 2010

Amended May, 2016

Amended 2024-2025

Article I

Name

The name of this organization shall be the Grand Ledge Music Booster Association, hereafter referred to as GLMBA.

Article II

Purpose

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

Article III

Membership and Dues

- a) Membership of the organization shall not be limited. Parents/guardians of pupils in the Grand Ledge Public Schools instrumental and vocal music programs may be considered members, along with other individuals interested in the progress and development of the music program who agree to abide by the bylaws of the organization. The group is a service organization and members are encouraged to volunteer time in both fundraising and band/choir support activities.
- b) There shall be no dues. GLMBA funding is sourced from fundraising and donations.

Article IV

Officers

Section 1

The elected officers shall be president, 1st, 2nd & 3rd vice presidents, secretary, treasurer, and RaiseRight coordinator. An Executive Board shall consist of the above officers and the K-12 music staff. The immediate past president should be available for consult, should the need arise.

Section 2

The president, 1st, 2nd, & 3rd vice presidents, secretary, treasurer, & RaiseRight Coordinator shall be installed and take office at the end of the May meeting. Elected officers must be a parent, step parent, grandparent, or guardian of a Grand Ledge Public Schools music student, and must be in good standing with the association.

Section 3

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

Section 4

Each year the president shall take nominations during the April board meeting. The board shall assemble a list of candidates. A majority vote of the members present shall constitute an election in the May meeting.

Article V

Duties of Officers and Executive Board

Section 1 - President

It shall be the duty of the president to preside at Executive 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 Fundraising

The 1st vice president shall coordinate all fundraising projects. They shall preside in the absence or disability of the president and, during that time, fulfill all the duties pertaining to the office of president.

Section 3 - Vice President of Publicity/Sponsorship

The 2nd vice president shall be responsible for publicity, including all social media platforms, and the sponsorship program. They 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.

Section 4 - Vice President of Private Lessons

The 3rd vice president shall be responsible for coordinating the GLMBA sponsored private lesson program. They 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.

Section 5 - Secretary

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

Section 6 - Treasurer

The treasurer shall make disbursements for all approved bills, 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 7 - Raise Right Coordinator

The Raise Right coordinator shall promote the Raise Right program, assist the treasurer in helping families to sign up, order and distribute physical cards. The coordinator shall work as necessary with the treasurer and 3rd vice president to confirm student participation for private lesson reimbursement.

Section 8 - Parent Representative

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

Section 9 - Executive Board

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

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

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

The Executive Board 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. Call to order
2. Distribution of agenda
3. Approval of the minutes of the last meeting
4. President's comments
5. Report of the treasurer
6. Vice Presidents' reports
7. Report of music directors/teachers
8. Report of committees
9. Unfinished business
10. New business
11. Adjourn

Article VII

Section 1 Quorum

Four members of the Executive Board, as defined by Article IV, Section 1, shall constitute a quorum for the transaction of business at any meeting. At least two officers must be present to constitute a quorum.

Section 2 Voting

General Membership voting procedure: all members present get a vote on meeting minutes, budget and fundraising decisions.

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.

Section 3 Finances

GLMBA shall act as the fiduciary agent for the funds raised by GLHS Choir and Band programs. High School directors have the discretion to use their fundraising monies

without board approval. It is understood the High School directors will not overextend their financial capacity, and stay within the funds available for their program. Elementary, intermediate and middle school music staff may request funding from the general GLMBA account if they need to finance a special project.

Article VII

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 a written notice to officers prior to the meeting. Any officer may request a proxy. It must be received prior to the start of the meeting at which action is to be taken.