

**BY LAWS**  
**OF**  
**WEST OTTAWA MUSIC BOOSTERS**

**ARTICLE I: NAME AND PRINCIPLE OFFICE**

The name of the Non-Profit Organization shall be “West Ottawa Music Boosters (WOMB)”. The principle Office of the Organization shall be at **West Ottawa Public Schools (WOPS) located 1138 136<sup>th</sup> Avenue, Holland, Michigan, 49424**, or such place within the county of Ottawa, State of Michigan as the Board of Directors may determine from time to time. The mailing address for the organization is **P.O. Box 2385, Holland, Michigan 49422-2385**.

**ARTICLE II: PURPOSES AND OBJECTIVES:**

The purpose of the Organization shall be to promote and support music education and performance at the secondary level in West Ottawa Public Schools.

**ARTICLE III: BASIC POLICIES**

Consistent with the foregoing purpose:

- The Organization shall be operated exclusively for charitable, educational and scientific purposes as those terms are used in Section 501 (c) (3) or the Internal Revenue Code of 1986, and the corresponding provisions of further Revenue Acts. The Organization is registered as a Charitable Trust with the State of Michigan under the Supervision of Trustees for Charitable Purposes.
- No part of the Organization’s net earnings is to ensure any private member or individual except to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.
- No substantial part of its activities is to consist of carrying on propaganda or otherwise attempting to influence legislation; nor will it participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office.
- In pursuance of the corporation’s above-stated charitable, educational and scientific purposes, the Organization shall be empowered to exercise among others, the following: (a) to solicit, accept, acquire, receive, take and hold by bequest, devise,

grant, gift, purchase, exchange, lease, transfer, judicial order or decree, or otherwise for any of its objects and purposes, any property, both real and persona; or whatever kind, nature, or description and wherever situated; (b) to sell, exchange, convey, mortgage, transfer, lease, or otherwise dispose of any such property, both real and persona; (c) to exercise such powers as may be permitted by law, including, but not limited to, the Michigan Nonprofit Corporation Act (Act 162 of 1982).

- The organization shall work with the schools to provide quality music education for all youth and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the Boards of education, state education authorities and local education authorities.
- The organization shall not enter into membership with other organizations. WOMB may cooperate with other organizations and agencies concerned with music education, but a WOMB representative shall make no commitments that bind the group he/she represents.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

Membership in the Organization will consist of parents/guardians of music students attending Harbor Lights Middle School, Macatawa Bay Middle School and West Ottawa High School. Eligibility for the membership shall not be determined by race, national origin, color, religion, sex, or physical or mental limitations.

No dues shall be established for membership in the Organization.

#### **ARTICLE V: MEETINGS**

**ANNUAL GENERAL MEETINGS.** The annual General Meeting of the members shall be held in May each year on a day and time fixed by the Executive Board at its first meeting of the year. At each annual General Meeting, Executive Board officers shall be elected, and any other business shall be transacted that may come before the meeting. The annual General Meeting shall be held at a place determined by the Executive Board and stated in the notice of the meeting.

**REGULAR GENERAL MEETINGS.** The regular General Meetings of the members shall be held monthly during the school year, on a day and time fixed, voted and approved by the Executive Board at its first meeting of the year, unless otherwise provided

by the Executive Board, seven days notice having been given if change of date. The annual budget will be approved at the September meeting.

**SPECIAL GENERAL MEETINGS.** Special meetings of the members may be called by the majority of the Executive Board officers or by the president, three days' notice having been given.

**OFFICERS MEETINGS.** Regular Officers meetings shall be held during the school year, the time to be fixed by the Organization's officers at its first meeting of the year. A majority of the officers shall constitute a quorum. Special Officers meetings may be called by the president or by the majority of the Organization's officers. Officers meetings shall be held at least once prior to a regular general membership meeting.

**NOTICE OF MEETINGS.** General Meetings will be held at the North High School band room on each month during the school year unless otherwise notified. Except as otherwise provided by statute, notice of the time, place and purpose of annual, special and regular General Meetings shall be given not less than ten (10) days nor more than sixty (60) days before the date of the meeting. Notice shall be posted Macatawa Bay Middle School, Harbor Lights Middle School, and West Ottawa High School newsletters and provided to the members entitled to vote at the meeting. Notice shall also be posted on the WOMB website.

**QUORUM. Five (5) members** shall constitute a quorum for the transaction of business of any General Meeting of this organization.

**VOTING:** Each member is entitled to one vote on each matter submitted to a vote. A vote may be cast either orally or in writing. When an action, other than the election of the executive Board, is to be taken by a vote of the members, it shall be authorized by a majority of the votes cast by the members entitled to vote unless a greater vote is required by statute. The Organization's officers shall be elected by a plurality of votes cast at any election.

## **ARTICLE VI: EXECUTIVE BOARD**

The duties of the Executive Board Officers shall be:

- To transact necessary business in the intervals between regular General Meetings and such other business as may be referred to it by the Organization.
- To create standing and special committees

- To approve the plans of work of the standing committees
- To present a report at the regular general membership meetings of the Organization
- To appoint an auditor or an auditing committee at least two weeks before the September meeting to audit the treasurer's accounts
- To prepare and submit to the Organization for adoption a budget for the fiscal year
- To approve routine bills within the limits of the budget
- To register the signature of the Treasurer and the President for all accounts at the bank. All checks shall bear both signatures registered with the bank
- To pick up and distribute WOMB mail regularly
- Act as WOMB representative as needed at school functions

## **ARTICLE VII: OFFICERS, ELECTION OF OFFICERS**

- OFFICERS. Officers of the Organization shall consist of an Executive Board President, Vice President, Treasurer, Assistant Treasurer and Secretary.
- GENERAL POWERS: The business, property, affairs of the Organization shall be managed by the officers. The officers shall prepare the yearly budget subject to the approval of the general membership.
- ELIGIBILITY. Officers shall be members of this Organization. There shall be but one person serving in any elected office.
- TENURE. Officers shall be elected at each annual membership meeting. Officers shall assume their official duties at the close of the school year (June) and shall serve for a term of two years. A person shall not serve more than two consecutive terms in the same office.
- NOMINATING COMMITTEE. There shall be a nominating committee consisting of three to five members. In the final year of the President's term, the nominating committee will consist of the current Vice-President, one outgoing member of the current Executive Board and an ad hoc member who is currently a member of WOMB. If the President is returning, then the committee will consist of the current President, one outgoing member of the current Executive Board and an ad hoc member who is currently a member of WOMB. The nominating committee shall nominate one or more eligible persons from each office to be filled and report its nominees at the April General Meeting at which time additional nominations may be made from the floor. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

- ELECTION OF OFFICERS. Officers shall be elected by ballot at the **May Annual General Meeting**. However, if there is only one nominee for any office, election for that office may be by voice vote.
- VACANCY. A vacancy occurring in any office shall be filled for the remainder of the term by a person appointed by the President and elected by a majority vote of the officers, notice of such election having been given. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election.

#### **ARTICLE VIII: DUTIES OF THE EXECUTIVE BOARD OFFICERS**

- The Organization's President shall: Set and communicate the Agenda and preside at all general and executive Board meetings of the Organization, as well as any special meetings deemed necessary. Be a member ex officio of all committees except the nominating committee as noted in Article VII, coordinate the work of the officers and committees of the Organization including "staff update" e-mails with the WOPS Music Director and meet regularly with the head of the WOPS Music department. Send donation receipts to individuals/businesses as needed, coordinate the recognition for donors in concert programs and/or powerpoint presentations, and provide updated copies at concerts. Assess current by laws and propose revisions as necessary. Develop standardized format for Board and committee notebooks. Build committee base. Coordinate communications with Board, Directors, and Members. Represent boosters as Board rep at assigned concerts.
- The Organization's Vice President shall act as aide to the President, perform the duties of the President in the absence or inability of that officer to serve. Coordinate website maintenance with webmaster. Coordinate marching band water supply, and coordinate other hospitality needs of Organization. Oversee scheduling of concert staffing needs, and act as Board rep at assigned concerts. Attend monthly general and executive Board Meetings. Act as Board rep to assigned committees.
- The Organization's Treasurer shall keep a full and accurate account of receipts and expenditures to general and family accounts, make sure that all committees and members of the Organization follow the Organizations Accounting Control Procedures, make the disbursements as approved by President in accordance with adopted budget, present a financial statement at every General Meeting of the Organization, submit the books annually to be audited, shall prepare or solicit preparation of all necessary tax returns and paperwork to maintain tax exempt status. Make deposits to general and family accounts, keep accurate account of family

accounts and prepare updated reports regularly, and transfer SCRIP rebates to assigned accounts. Represent boosters as Board rep at assigned concerts. Attend monthly general and executive Board Meetings, and act as Board contact to assigned committees.

- The Organization Assistant Treasurer shall assist the Treasurer as necessary. Enter and keep record of family/SCRIP registration forms. Act as a second counting person as necessary, collect Organization mail from PO Box, collect Organization mail from WOPS Music Directors as necessary. Learn Treasurer role to be able to succeed to that role at end of term. Represent boosters as Board rep at assigned concerts. Attend monthly general and executive Board Meetings, and act as Board contact to assigned committees.
- The Organization's Secretary shall keep an accurate record of the proceedings of all meetings, distribute minutes of meetings to all executive Board Members, WOPS Music Directors and members. Help the boosters to follow Robert's Rules of Order at meetings. Help President with by laws and other paperwork as necessary. Represent boosters as Board rep at assigned concerts. Coordinate mailings. Attend monthly general and executive Board Meetings, and act as Board contact to assigned committees.
- The Organization's Volunteer Coordinator shall contact district administration to obtain the list of people who have volunteered to help WOMB, keep track of volunteer information, at the beginning of each year send a request for volunteers to WOMB members, send confirmations to volunteers, coordinate WOMB presence at walk-through days and open houses, and act as Board contact to assigned committee.
- The Organization's Fundraising Coordinator shall coordinate existing fundraisers with President, evaluate existing fundraisers with Treasurer for cost effectiveness, and explore the fundraising options.

## **ARTICLE IX: STANDING COMMITTEES AND SPECIAL COMMITTEES**

- Only members of the Organization shall be eligible to serve in any elective or appointive positions.
- The Executive Board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the Organization. The term of each

committee for more than two consecutive terms, without unanimous Executive Board approval.

- The chair of each standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board. A committee member may present progress reports at the Organization's General Meetings.
- The Magazine Sale Chairperson shall coordinate and oversee the WOMB Magazine sale including the year round internet sales. The proceeds from this sale enter the Organization's General Account.
- The Citrus Sale Chairperson shall coordinate and oversee the WOMB citrus sale. The purpose of this sale is to allow students to earn monies through the sale to deposit into their student accounts. This is the only way in which deposits can be made into student accounts.
- The Century Resources Chairperson shall coordinate and oversee the WOMB annual Century Resources sale. The proceeds from this sale enter the Director's Accounts.
- The Budget Planning Committee shall plan and propose the Organization's yearly budget. It shall consist of the current Treasurer, the current Assistant Treasurer, the current President, the current Vice President, and the WOPS Music Department Chair. This Committee will meet in the spring of each year to plan the next year's budget.
- Additional fundraisers may be approved by the Executive Board and WOPS Music Department Chair.

## **ARTICLE X: CONTRACTS & RECORDS**

- The Executive Board must authorize any officer or committee chairperson to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization. Such authority will be limited to specific instances.
- Any member can inspect the books and records of the organization by arrangement of a reasonable time.
- No fundraiser or activity will be considered where parents or guardians profit.

## **ARTICLE XI: FUNDS & ACCOUNTS**

- The General Fund will be used for any expenditure as approved by the Executive Board and/or approved in the current fiscal year budget.

- The Student Fund/Family Accounts will compromise all monies earned by each individual student through his/her direct participation in the citrus sale and their portion of the Scrip Program rebates. Music Boosters maintains the policies concerning student accounts.

## **ARTICLE XII: FISCAL YEAR**

The fiscal year shall begin on September 1 and end on the following August 31.

## **ARTICLE XIII: AMENDMENTS**

These bylaws may be amended at any regular meeting by two third (2/3) vote of the members present and voting, provided that notice to the amendment has been given at the previous regular meeting and posted on the WOMB website. Approved amendments are to be enacted immediately and may be retroactive where applicable.

## **ARTICLE XIV: DISSOLUTION**

- Approval of the disbandment of the organization shall require the affirmative vote of at least two third (2/3) of the members present and entitled to vote at the meeting, a quorum being present.
- Upon dissolution of the organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to West Ottawa Public Schools. If WOPS ceases to exist, the remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding sections of any future federal tax code, or shall be distributed to the federal government, or to a state or local govern..

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