

Official Copy  
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De La Salle Collegiate High School  
Music Boosters Mission Statement

The Mission of the De La Salle Collegiate High School Music Boosters is to foster a positive learning experience that enables each student to realize his full academic and personal potential in accordance with the De La Salle Collegiate Philosophy and Statement of Principles, to promote school spirit and teamwork and a sense of accomplishment, and to provide the opportunity to all students to develop and showcase their special talents.

De La Salle Collegiate High School  
Music Boosters Bylaws

**Article I:      Name**

The name of the non-profit organization shall be De La Salle Collegiate High School Music Boosters.

**Article II:      Purpose**

The purpose of this organization shall be to support and advance the music department of De La Salle Collegiate High School.

**Article III:      Membership**

1). All parents and legal guardians of students participating in any De La Salle Collegiate bands or choirs shall be considered members. All past alumni and their parents, and any other adults interested in the support and advancement of the De La Salle Collegiate music programs shall be considered an Associate Member of this organization. Members and Associate Members shall be placed on the roster, which shall be kept by the President and Vice President of this organization. Associate Members have no voting rights nor may they hold an Executive Board position. Only parents or legal guardians of current music students shall be eligible to participate as committee chairpersons and be allowed to vote.

2). Any member wishing to volunteer at a music department event must be compliant with the Archdiocese of Detroit *Protecting God's Children* program.

**Article IV:      Officers**

1). The Officers of this organization shall be: President, Vice-President, Newsletter Secretary, Recording Secretary, and Treasurer.

## De La Salle Music Boosters Officer Job Responsibilities

### President

- Presides over Executive Board Meetings
- Oversees projects and music events with Coordinators
- Conducts General Meetings
- Works with the Music Director to formulate agendas
- Liaison with school administration if necessary
- Works closely with the Music Director as needed
- Ex-officio member of all Committees
- Maintains member roster with Vice-President
- Responsible for maintenance of the De La Salle Music Program social media (i.e. Facebook, YouTube, etc.) with the Music Director and the Newsletter Secretary
- Oversees all activities and aspects of Music Boosters

### Vice-President

- Assists the President, oversees and works directly with Committees on projects
- Communicates with President as necessary
- Obtains updates and Committee reports and reports the status to the Executive Board
- Chairs meetings in the absence of the President, preparing an agenda and conducting both Board and General Meetings

### Newsletter Secretary

- Develops the quarterly newsletter
- In charge of distributing newsletters to music parents through print and electronic media (De La Salle Collegiate website, Facebook, YouTube, etc.) along with the Music Director and the President
- Handles correspondence of Music Boosters
- Responsible for publicity of all Committee activities
- Responsible for development and printing of concert and event programs

### Recording Secretary

- Responsible for recording meeting minutes for the Executive Board and General Meetings
- Works with the President to publish monthly meeting agendas and any other correspondence required to support such meetings
- Submits meeting minutes to the Music Boosters via electronic media one week prior to the next meeting and provides copies at said meeting

## Treasurer

- Responsible for maintaining all financial information involving the Music Boosters
- Required to submit a financial statement to the Executive Board for approval and thereafter to report financial status at each regularly scheduled General Meeting
- Financial record keeping should consist of all incoming funds from scheduled fundraisers, funds from other De La Salle Collegiate groups (Dad's Club, Christian Brothers Auxiliary, etc.) as well as all outgoing expenses
- Render an annual report and end-of-event reports
- Track donations, cash or in-kind, on the monthly Treasurer report

2). Election of Officers shall occur once each year at the April meeting and shall include all office positions. Newly elected Officers shall begin their terms on July 1<sup>st</sup> following the election and end June 30<sup>th</sup> of the following year. All elected and appointed offices shall be for a term of one year. No Officer shall hold the same elected office for more than three (3) consecutive years. At the end of the third consecutive year in the same elected office, the Officer must vacate that position for a minimum of one year. He/She may stand for election for any office other than the one vacated. Should a member assume an elected office during an existing term, the Officer may be elected to the same office for three (3) consecutive years following the partial year in office.

3). Officer vacancies occurring during the calendar year shall be filled by a new election. An announcement will be made to the membership at large, and an election will be held at the next General Meeting.

4). A Nominating Committee, consisting of five (5) members, shall be established in January each year. The Committee shall assist the President in identifying candidates for the Committee Chair positions, in the event of a lack of volunteers. This committee shall consist of the Music Director, President, Vice-President, and two (2) members chosen by the Executive Board from the membership at large. If a member of the Nominating Committee is being considered for an Executive Board position in the election, they must relinquish their position on the Nominating Committee, and be replaced by one of the three remaining Executive Board members. If those Executive Board members are also being considered for office, then the Nominating Committee shall select replacement members as needed from the Booster members at large.

5). The Nominating Committee shall present a nomination form to be distributed to the membership at large at the February General Meeting. The Nominating Committee shall meet at least once prior to the March General Meeting to develop a slate of candidates drawn from the nomination forms. The Nominating Committee will present the slate of candidates at the March General Meeting. The election will be held at the April general meeting. Results of the election will be announced immediately following the counting of the ballots. Ballots shall not be taken out of the voting area until counted by the Nominating Committee. All disputes, discrepancies and arbitrations will be addressed and decided by the Nominating Committee.

6). Votes must be cast in person by the member at the April meeting.

**Article V:      General Meetings**

- 1). General Meetings shall be held monthly during the third week of the month except due to scheduling conflicts and/or holidays. The March meeting shall be for the purpose of presenting the slate of candidates for the coming year. Additional business shall be conducted as required. The April meeting shall be for the purpose of voting and announcing the newly elected Officers. Additional business shall be conducted as required.
- 2). A quorum for the transaction of business at the general meetings shall be those members present, providing that three (3) of the elected Officers are present and the meeting is an officially scheduled meeting.

**Article VI:      The Executive Board**

- 1). The Executive Board shall consist of the offices of President, Vice-President, Newsletter Secretary, Recording Secretary, Treasurer, and the current De La Salle Collegiate Music Director.
- 2). The Executive Board shall meet the first week of the month except due to scheduling conflicts and/or holidays in support of preparing general meeting agendas, reviewing committee progress toward recommendations and setting direction and/or policy on specific issues identified by the membership at large. Other meetings of the Executive Board may be called by the President as needed.
- 3). A quorum for the transaction of business of the Executive Board shall be deemed as three (3) members of the Board providing the President or Vice President is one of the members present.
- 4). All committee reports and recommendations shall be submitted to the Executive Board for review and approval prior to submission to the membership at large at the General Meeting. Any and all disbursements of funds shall be approved by the President and Treasurer jointly.
- 5). The Principal of De La Salle Collegiate or his designee will be an ex-officio member of the Executive Board with voting privileges. The Principal shall have the power to veto any act of the Board, which may be deemed contrary to the welfare of the school or the Christian Brothers.
- 6). No member of the Executive Board shall serve simultaneously as a Committee Chairperson. Further, no Executive Board member shall serve as a Coordinator, unless deemed necessary by the Music Director.
- 7.) The Executive Board shall review the Music Booster Bylaws annually by January.

**Article VII:      Committees**

- 1). The Executive Board has the authority to establish all necessary committees and appoint Chairpersons in the event of a lack of volunteers with the approval of the Nominating Committee which has been provided for in Section 4 of Article IV.

2). The President and the Music Director(s) shall be considered ex-officio members of all committees with voting privileges.

#### List of Committees and Responsibilities:

##### Band Camp Chair

- Oversees sub-committees for camp. (ex: chaperone camp, supplies/first aid, campfire night supplies, Sunday dinner, etc.)
- Maintains medical forms and collects medication for distribution
- Organizes chaperones for camp
- Organizes events with the camp and music directors (ex- hay ride, movie night, etc)
- Provides assistance to the music director/president/uniform chair in purchasing and distributing polo shirts
- Works with the president in developing camp materials to be sent to participating in camp
- Serves as the liaison to new families, invites parents of 8<sup>th</sup> grade band members to relevant spring meetings student families
- Maintains and compiles a record of duties performed to execute this position. The record shall be given to the following Chairperson at the transition meeting
- Maintains a record of fees received and coordinates with the Treasurer to deposit fees collected

##### Uniform Chair

- Accepts and orders uniform pieces purchased by students, Music Director and Executive Board
- Uniform purchases must be approved by the Music Director
- Supplies responsibility/care guidelines to students
- Performs uniform inspections upon return
- Controls uniform inventory including annual distribution and collection of all uniforms
- Responsible for annual cleaning and alterations of all uniforms
- Provides a monthly report to the Music Director and Treasurer on all fiscal activities
- Maintains and compiles a record of duties performed to execute this position. The record shall be given to the following Chairperson at the transition meeting
- Maintains a record of fees received and coordinates with the Treasurer to deposit fees collected

##### Evening of Delights Chair (EOD)

- Serves as a music department representative at the school EOD committee meetings
- Coordinates band booster volunteers and provides the list to the school EOD committee
- Responsible for attaining/cataloging silent auction items and reporting them to the school EOD committee
- Coordinates basket item acquisition/assembly
- Coordinates EOD ticket sales for the music department
- Works with President /Vice-President in developing EOD materials to be sent to families
- Provides a list of donors/volunteers to the Newsletter Secretary
- Maintains and compiles a record of duties performed to execute this position. The record shall be given to the following Chairperson at the transition meeting
- Works with Treasurer to create event-end report
- Maintains a record of fees received and coordinates with the Treasurer to deposit fees collected

### Pasta Fest Chair

- Oversees subcommittees (ex-bake sale, carryout, volunteers, etc.)
- Coordinates school volunteers
- Works with Newsletter Secretary to develop/send out promotional materials
- Determines/distributes complimentary tickets
- Receives and tracks per sale admissions and donations
- Maintains and compiles a record of duties performed to execute this position. The record shall be given to the following Chairperson at the transition meeting
- Works with Treasurer to create event-end report
- Maintains a record of fees received and coordinates with the Treasurer to deposit fees collected

### Trip Chair

- Liaison between the travel company/ Music Director/parents
- Assists Music Director in coordinating room assignments/chaperone assignments
- Keeps track of student/parent registration and payments. Sends correspondence to individuals as needed
- Conducts the trip meeting with the music boosters general membership. Provides the necessary documents to parents
- Maintains medical forms and collects medication for distribution
- Coordinates the distribution of travel bags, lanyards, snacks, etc. for the trip.
- Liaison for the travel guide/Music Director during the trip
- Maintains and compiles a record of duties performed to execute this position. The record shall be given to the following Chairperson at the transition meeting

### Banquet Chair

- Oversees subcommittees (ex-décor, gifts, candy table, a/v equipment, pictures, etc.)
- Coordinates awards with music director
- Arranges hall rental
- Determines/distributes complimentary tickets
- Responsible for ticket sales/ money received
- Works with President /Vice-President in developing Banquet materials to be sent to families
- Sends reservation materials
- Maintains and compiles a record of duties performed to execute this position. The record shall be given to the following Chairperson at the transition meeting
- Works with Treasurer to create event-end report
- Maintains a record of fees received and coordinates with the Treasurer to deposit fees collected

### **Article VIII:    **Audit****

The Treasurer's books shall be presented to, and may be audited by, the Executive Board at the monthly Executive Board Meetings.

**Article IX: Books and Records**

- 1). The organization shall keep correct records and complete books and records of all accounts and shall keep minutes of the proceedings of its members.
- 2). All books and records of this organization may be inspected by any member for any proper purpose at any time.

**Article X: Amendments**

These Bylaws may be amended at any time prior to the presentation at any general meeting by a two-thirds vote of the members present. This may happen provided: 1) the Principal approves, and 2) the proposed amendments have been presented in writing to the board and read at a previous general meeting. This document shall be effective at once and shall remain effective until amended and rescinded by the process stated in this Article.

**Article XI: Parliamentary Authority**

Robert's Rules of Order, revised, shall be followed in all matters not otherwise specified in the Bylaws.  
[http://www.columbuscityschools.org/documents/roberts\\_rule\\_of\\_order.pdf](http://www.columbuscityschools.org/documents/roberts_rule_of_order.pdf)

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