

Adams Parents for Instrumental Music

BYLAWS

Revised April 2006

I. NAME

- A. The name of this organization is: Adams Parents for Instrumental Music. Hereafter referred to as the Corporation.
- B. The first registered office shall be in the City of Rochester Hills, County of Oakland, and in the state of Michigan.

II. OBJECTIVES

- A. To be maintained as a non-profit music education support organization in such a manner that no part of its net earnings or assets shall ever be distributed as a dividend or inure to the benefit of any private member or Director, except that the Corporation shall be authorized to pay reasonable compensation of services rendered. The Corporation shall not carry on any other activities not permitted -
 - 1. By a corporation exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code, or
 - 2. By a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future tax code.
- B. To arouse and maintain an enthusiastic interest in the various aspects of the Instrumental Music Department of Adams High School, Rochester Hills, Michigan.
- C. To lend all possible support to the Adams High School instrumental music program and to the students involved therein.
- D. To provide social programs, publicity, and awards for the instrumental music program and the participating Adams High School students.
- E. To cooperate with those directing the Adams High School Instrumental Music Department, with the School administration, and with the School Board to the end that the aforementioned Department be brought to and kept at the highest possible degree of efficiency; and to build and maintain an organization which will help promote the general activities of the Instrumental Music Department.

III. MEMBERSHIP

- A. The membership of the Corporation shall not be limited. Anyone supporting the aims of the Corporation shall be eligible to join.
- B. A minimum contribution of \$25 to the Corporation shall be considered as payment of yearly dues and will constitute a family's membership.
- C. Active members shall each have one (1) vote for:
 - 1. Election of Executive Board
 - 2. Bylaws revisions
 - 3. Other appropriate items
- D. No person shall be denied election to the Corporation Executive Board or appointment to a standing committee based on religion, race, color, national origin, sex, age or handicap.
- E. The Director of Bands shall act as a liaison between the Corporation, the students, and the school authorities. The Director of Bands shall be a non-voting member of the Corporation.

IV. BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the Executive Board and the Associate Board.
 - 1. The Executive Board shall consist of five (5) Directors and shall include the President, the Vice President of Activities, the Vice President of Fundraising, the Secretary and the Treasurer.
 - 2. The Executive Board is elected by the active general membership.
 - 3. The Associate Board shall be comprised of the chairpersons of the standing committees.
 - 4. The Associate Board members are appointed by the Executive Board.
 - 5. The Executive Board and the Associate Board shall be comprised of active members in good standing of the Corporation.

B. Election of Executive Board

2. A Nominating Committee consisting of three (3) individuals shall be appointed by the President, with Board of Directors approval. One of the committee members must be a member of the Executive Board.
2. The Nominating Committee shall present a list of candidates to the Board in March.
3. The election for the new Executive Board shall occur at the Spring General Meeting.
4. Nominations may be made from the floor after the Nominating Committee has made its report.

C. Term of Office

1. Board of Directors shall serve one (1) year terms from June 1 to May 31 of the following year.
2. A Director of the Executive Board may not hold the same of office for more than two (2) consecutive terms unless all good faith efforts have failed to find a successor.
3. If an Executive Director is unable to complete his/her term of office, the Executive Board is empowered to appoint a replacement for the balance of the un-expired term except for the office of President which shall be filled by the Vice President of Activities.

D. Resignation and Removal of Directors

1. Any Director of the Board of Directors may resign effective upon giving written notice to the Board of Directors.
2. No Executive Director may resign if the Corporation would then be left without at least one duly elected Director to be in charge of its affairs, except upon written notice to the office of the Attorney General or other appropriate agency of the State of Michigan.
3. Executive Directors may be removed from office as permitted by and in accordance with the laws of the State of Michigan, by a two-thirds vote of the Board of Directors. Any Director so removed will not be eligible for re-election.

E. Liability

1. The Board of Directors shall not be personally liable for the debts or the liabilities of the Corporation.
2. The Executive Directors of the Corporation shall be indemnified by the Corporation to the fullest extent permissible under laws of the State of Michigan.

V. DUTIES OF THE EXECUTIVE BOARD

A. The Executive Authority of the Corporation is vested in the Executive Board whose duties include the following:

1. Manage the general affairs of the Corporation.
2. Manage the financial affairs of the Corporation, including the annual budget.
3. Each year, appoint an individual to conduct an independent financial review of the Treasurer's accounts for the year ended August 31st. When satisfied that the accounts are correct, the reviewer shall submit a written report to the Board. The review is to be completed by September 30. Copies of this report will be available for review at the next general APFIM meeting.
4. Appointment and/or replacement of committee members.
5. Replacement of Directors who are unable or unwilling to fulfill their Board obligations.
6. Establish, with the advice of the high school Director of Bands, a calendar of events.
7. Establish, with the Director of Bands, a list of activities and events for the school year and the Corporation's scope of responsibilities for each.

B. President

1. Preside at all meetings of the Board and at all General Membership Meetings.
2. Appoint committee members, with the advice of the Board.
3. Be a member, ex-officio, of all committees.
4. Call meetings of the Board of Directors, when necessary.

5. Replace committee members with Board approval.
6. Inform the membership of current events and of activities relating to the Corporation at regularly scheduled intervals.
7. Activity chairs of the following committees report to the President:
 - a. Concert Bands
 1. Afterglow
 2. Events/Field trips
 - b. Membership
 - c. Middle School Liaison
 - d. New Parent Liaison
 - e. Nominating Committee
 - f. Publicity
 1. Concert Programs
 2. Newsletter
 3. Pictorial & Event Recorder
 4. Public Relations

C. Vice President of Activities

1. Assist the President in the performance of his/her duties.
2. Officiate in the absence of the President.
3. Succeed to the office of President in the event the President is unable to complete his/her term of office.

4. Activity chairs of the following committees report to the Vice President of Activities:
 - a. Awards
 1. Awards
 2. Banquet
 3. Scholarships
 - b. Marching Band
 1. Band Camp
 2. Football Game Coordinator
 3. Events Coordinator
 4. Color Guard
 5. Senior Recognition Night
 6. Portrait Coordinator
 7. Drum Major Party
 8. Parade Party
 - c. Uniforms
 1. Marching Band
 2. Wind Ensemble
 3. Symphony Band
 4. Concert Band
 5. Spirit Wear
5. Be an ex-officio member of all committees listed in item V.C.4.

D. Vice President of Fundraising

1. Assist the President in the performance of his/her duties.
2. Succeed to the office of President in the event the President or Vice President of Activities are unable to complete the President's term of office.
3. Be responsible for all fundraising activities initiated by the Corporation.
4. Chairs of fundraising committees will report to this position.
5. Ensure that fundraising is conducted in accordance with the APFIM Fundraising Guidelines.
6. Be an ex-officio member of all fundraising related committees.

E. Secretary

1. Act in the capacity of custodian of all official records of the Corporation.
2. Keep minutes of all Board meetings, including names of all present.
3. Maintain official correspondence and communication.
4. Develop and maintain an email address file of all band families.

F. Treasurer

1. Accept all money collections for the Corporation.
2. Make disbursements in accordance with the approved budget, as authorized by the Executive Board.
3. Obtain Executive Board approval for requests for disbursements of non-budgeted expenses.
4. Sign checks.
5. Keep accurate financial accounts of the Corporation, including Student Accounts.
6. Administer Student Accounts in compliance with APFIM Student Account Guidelines.

7. Prepare and file, with proper authority, all government reports and forms required of the Corporation, including:
 - a. Annual return of Organization Exempt from Income Tax (IRS)
 - b. Annual information return of Michigan Non-profit Corporation.
8. Maintain all bank accounts for the Corporation.
9. Prepare a proposed budget, with the help of the Executive Board and the Director of Bands, for the following fiscal year. The fiscal year shall be from September 1 through August 31.

VI. ASSOCIATE BOARD

- A. The Associate Board is comprised of the Committee Chairs of the standing committees.
- B. The Associate Board shall be comprised of active members in good standing of the Corporation.
- C. Committee Chairs shall make reports to the Board or General Membership as required.
- D. Standing committees shall include the following:
 1. Awards
 - a. Awards
 - b. Banquet
 - c. Scholarships
 2. Concert Bands
 - a. Afterglow
 - b. Events/Field trips

3. Marching Band
 - a. Band Camp
 - b. Football Game Coordinator
 - c. Events Coordinator
 - d. Color Guard
 - e. Senior Recognition Night
 - f. Portrait Coordinator
 - g. Drum Major Party
 - h. Parade Party
4. Membership
5. Middle School Liaison
6. New Parent Liaison
7. Nominating Committee
8. Publicity
 - a. Concert Programs
 - b. Newsletter
 - c. Pictorial & Event Recorder
 - d. Public Relations
9. Uniforms
 - a. Marching Band
 - b. Wind Ensemble
 - c. Symphony Band
 - d. Concert Band
 - e. Spirit Wear

- E. At the end of the year, Committee Chairs shall create a report, as assigned by the President, describing the events and responsibilities of their committee.

VII. MEETINGS

- A. Meetings of the Board of Directors and of the full membership shall be called at the discretion of the President, or upon written request to the President of two or more members of the Board of Directors.
- B. There shall be at least six (6) meetings of the Executive Board each fiscal year.
- C. The Director of Bands shall attend every other Executive Board meeting.
- D. A schedule of General Membership Meetings shall be determined and published before the beginning of the school year. There shall be a minimum of five (5) meetings of the General Membership.
- E. Eleven (11) members shall constitute a quorum for transaction of business in a General Membership Meeting.
- F. The Spring General Membership Meeting shall include the election of the Executive Board for the coming year.
- G. A joint meeting of the new Board of Directors and the retiring Board shall be held in June.

VIII. INTERPRETATION OF BYLAWS

- A. The Board of Directors has final interpretation of these Bylaws.
- B. The President shall appoint a committee each year to review the Bylaws to ensure the Bylaws properly reflect the goals of the Corporation.

IX. AMENDMENTS

- A. Amendments must be presented at the preceding general meeting and the membership notified of such amendments.
- B. Amendments will become part of these Bylaws upon affirmative vote of two-thirds of the membership present.

X. DISSOLUTION

Upon dissolution of the Corporation, assets shall be distributed to the Instrumental Music Department of Rochester Adams High School, Rochester Hills, Michigan. If such a department does not exist, the assets shall be distributed to the Rochester Community Schools for the expressed purpose of the support of music related curriculum in the high schools.

Adams Parents for Instrumental Music (APFIM)

FUNDRAISING GUIDELINES

This document describes the guidelines and procedures to be used by the Executive Board, the Vice President of Fundraising and the Fundraising Chairs for all APFIM sponsored fundraisers.

- I. The Executive Board will define financial needs at the beginning of each fiscal year.
- II. The Executive Board will determine which financial needs will be met through fundraising.
- III. The Vice President of Fundraising will form a committee to generate ideas for possible fundraisers for the year.
- IV. The Vice President of Fundraising will present a list of possible fundraisers to the General Membership at the beginning of each school year. The presentation should include:
 - A. The estimated costs and profits of each fundraiser, including the portion of the revenue to be dedicated to the students' individual accounts.
 - B. The specific use of the proceeds from each fundraiser.
- V. The General Membership will vote on the number and type of fundraisers to be conducted during the school year.
- VI. Additional fundraisers may only be added by a vote of the General Membership.
- VII. All money raised by APFIM must be made payable to APFIM and be processed by the APFIM Treasurer.
- VIII. When the Fundraisers have been selected for the year, each Fundraising Committee Chair should present a plan to the General Membership which includes:
 - A. An outline of how the fundraiser will operate.
 - B. An estimate of manpower requirements.
 - C. A detailed account of anticipated expenses.
 - D. An account of anticipated profits and the anticipated percentage or portion of the revenue that will be dedicated to the Student Accounts.
 - E. A determination of where the profits will be used.

- IX. All Fundraising Plans must be approved by the General Membership before a Committee Chair begins a fundraiser.
- X. All expenses must be pre-approved by the General Membership. Pre-approved expenses will be reimbursed by the APFIM Treasurer, upon submission of a receipt.
- XI. Fundraising Committee Chairs will work closely with VP of Fundraising and keep the VP informed of the progress of the event.
- XII. A summary report should be prepared at the conclusion of the fundraiser which details the steps taken to conduct the fundraiser and includes an accounting of the expenses and revenue.

Adams Parents for Instrumental Music (APFIM)

STUDENT ACCOUNT GUIDELINES

This document identifies and describes the guidelines and procedures for the Student Accounts maintained by Adams Parents for Instrumental Music (APFIM). These accounts are intended to assist students in defraying the costs associated with the instrumental music program.

- I. Only students currently enrolled in the AHS Instrumental Music Program are eligible to participate in the APFIM Student Account Program.
- II. Student accounts will be maintained by the APFIM Treasurer.
- III. Student Accounts will be funded through APFIM fundraisers.
- IV. Account funds used for band functions (i.e. Band Camps, S & E, Trips) will be verified against the master list. Funds used for Spirit Wear, Portraits, etc. must be authorized in writing by the parents. Use of account funds for personal miscellaneous items (snacks, souvenirs, etc.) is not allowed.
- V. Account funds are to be distributed by the Treasurer to the student upon presentation of a valid receipt for goods, services, or expenses relating to participation in the Instrumental Music Program.
- VI. Parents may use funds from their student's account if they chaperone a trip. Reimbursement requests will be validated against the chaperone list for the event.
- VII. Parents of all seniors will receive a letter in the spring of senior year regarding the senior's individual account. If a request is made in writing by the parents, any remaining balance in the senior's individual account may be transferred to another student's individual account or to the APFIM general fund. If the senior parent fails to make a request in writing, the funds will be transferred to the APFIM general fund at the start of the fall semester following graduation.
- VIII. Funds remaining in a Student Account for a student still enrolled in AHS, but not participating of the Instrumental Music Program, will be held in escrow for two (2) consecutive semesters. After this time, the student should notify the APFIM Treasurer that 1) they are returning to the band program and will continue their individual account, or 2) they are not returning to the band program. If the student is not returning to the band program, the student should notify the Treasurer in writing that the money should be 1) transferred to a designated band student's account, or 2) transferred to the APFIM general fund. If the student fails to make the request in writing, the funds will be transferred to the APFIM general fund at the start of the following semester.
- IX. To resolve discrepancies and new issues that arise, presentation will be made to the APFIM Executive Board within 60 days of the known discrepancy or issue.

Adams Parents for Instrumental Music (APFIM)

APFIM SCHOLARSHIP GUIDELINES

Annual instrumental music scholarships will be offered to Rochester Adams High School band students through the support of APFIM and student fundraising efforts. Scholarships are based upon student applications and instrument auditions. These scholarships can be used toward director-approved private lessons or music camps to enhance the student's musical education. A total of five \$100.00 scholarships will be available for freshmen, sophomores, and juniors. One \$500.00 scholarship will be available to a senior that is majoring in music or music education in college.

To be eligible for a scholarship, each student who applies must be enrolled in at least one semester of marching band, concert band, symphony band, or wind ensemble during the current school year. Students may audition on instruments traditionally played in band class (woodwinds, brass, and concert percussion). Piano accompaniment for the auditions is not required. Piano, guitar, strings, and voice will not be eligible instruments for the APFIM scholarship. Also, students may not use the scholarship money for payment toward Highlander marching band camp.

For the senior scholarship, the deadline to request payment will be December 1 of the calendar year in which the scholarship was awarded. To receive payment of the scholarship the senior must submit to APFIM an official document from the university indicating that the student is majoring in music.

Scholarship applications and audition dates will be provided by the band director. The auditions currently take place during the second semester of the school year. An impartial music adjudicator will listen to the auditions and determine who the recipients will be. The Rochester Adams band director will announce the award recipients each spring at the annual band banquet.

January 10, 2005