

DeForest Area Music Boosters Policy, Organization Structure, Goals, and Activities

POLICY:

The purpose of the DeForest Area Music Boosters is to provide support to the band, choir, and general music programs in cooperation with the music teachers. Parents of current K-12 music students are automatically members and are welcome and encouraged to attend meetings held on the **3rd Thursday of each month during the school year (September-June).**

Funds are generated by fund raising activities and donations solicited from the public at large. Funds are used to assist the band, choir, and general music teachers with traveling expenses to distant locations, clinics, band & choir events, concerts and for scholarships, as well as other needs as requested by the directors and determined by the club.

All band and choir students are eligible to apply for a summer music camp scholarship if he/she participated in ALL of the following criteria for that school year:

- (A) Current year's solo/ensemble contest
- (B) One or more Music Dept. or Music Booster authorized fund raiser with total gross sales of at least \$100 for current school year or a total of at least \$400 in four years
- (C) Perfect concert attendance and displays positive attitude
- (D) Maintains a grade B+ or higher in music classes

Criteria for scholarships will be strictly adhered to and interested students should investigate these guidelines well in advance in order to not miss out on these opportunities. All scholarships awarded will be based upon the decision of the scholarship committee and their decision will be final. The individual amount and number of music camp scholarships will be determined on a yearly basis.

Available scholarships:

Elmer McLaughlin Music Scholarship – for students going into the field of music including education, performance, therapy, technology, and/or business. Current annual amount: \$400 (paid by DeForest alumni association)

Mark Sieger Scholarship – for band students incorporating music in their future college studies. Current annual amount: \$250

Paula Paris Scholarship – for choir students incorporating music in their future college studies. Current annual amount: \$250

General decisions are made by the organization. Parent suggestions, concerns, and input are always welcome at the meetings. Issues may be addressed to the current music booster board president and may warrant an addition to the agenda.

BOARD OF DIRECTORS - STRUCTURE:

PRESIDENT - oversee's all activities and is main contact for the music teachers and the music department head and assists all officer's wherever needed

VICE-PRESIDENT - parent volunteer coordinator for Solo & Ensemble and all other events

TREASURER - financial manager of Booster monies and fundraisers

ASSISTANT TREASURER - assists Treasurer in any way possible with fundraisers

SECRETARY - works with advertising and publicity committees and prepares Booster information for students and parents; takes meeting minutes

PUBLIC RELATIONS DIRECTOR - Advertise all music events with Debbie Brewster, DeForest Times-Tribune, Wisc State Journal, Facebook, Twitter, etc.

GOALS:

- 1) To enhance and broaden the musical experiences of the students in our district through scholarships, supplying instruments so everyone may participate, post-concert receptions.
- 2) To share the gift of music with our community through promotion of concerts and other special performances by our students.
- 3) To be an advocate for the Arts and share with the community the values that the Arts contribute to our children's education and in their school experiences.
- 4) To awaken and maintain an enthusiastic interest in all the various phases of the DeForest Area Music Department.

ACTIVITIES FOR BOOSTER PARTICIPATION:

1) Establish a communication system to develop a parent volunteer base to assist the teachers with various music events throughout the school year.

*email database, newsletter, Google calendar, phone tree, regular meeting times

2) Organize ushers for all 6-12 music concert programs *distribute programs and monitor doors during the performance

3) Work with the Music Department Staff to organize Concert Band & Choir Festivals, District Solo and Ensemble Festival

4) Work with the Music Staff on fundraising activities and publicity opportunities for the DeForest Area Music Programs.

CONSTITUTION

ARTICLE I: **Name:**

Section I -- The name of this organization shall be DeForest Area Music Boosters.

ARTICLE II: **Objectives:**

Section I -- The object of this organization shall be to stimulate and sustain interest among both parents and students in the school band, choir, & general music work at K-12 levels in the DeForest Area, by cooperating with school board, administration, and music directors.

ARTICLE III: **Membership:**

Section I -- The membership of this organization shall include any community member, parent of a DeForest Area student, and/or parent of a DeForest Area music alumnus interested in the positive progress and development of the Instrumental, Choral, and General Music Departments DeForest Area School District.

ARTICLE IV: **Officers:**

Section I -- The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Public Relations Director, and shall be elected from and by the membership of this organization. Officers shall be chosen from members who have a student enrolled in band or choir during the term of office. The term of office shall be two years.

BY-LAWS

ARTICLE I: **Duties of Officers:**

Section I -- The president shall preside at all meetings and appoint all ex- officio officers for all committees; Provide leadership for the organization; Meet with the band director, choir director, and general music teachers to discuss matters regarding the program; Serve as spokesperson for the organization (unless otherwise delegated) before school officials and others.

Section II -- The vice president shall assume all the duties of the president in his/her absence; Prepare a slate of nominations for officers; Work closely with president to carry out his/her duties, help coordinate volunteers for events

Section III -- The secretary shall keep the records and minutes of all meetings and attend to the correspondence. These are to be maintained in a permanent perpetual file; Keep a record of attendance at such proceedings; Perform such duties delegated to him/her; Send notice of meetings to all officers of the organization. Notice shall include time and date which are subject to change if 5 days notice has been given.

Section IV -- The treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds, and submit a written report at the first meeting of the academic school year. Two members (not officers) shall review the books prior to the submission of the written report for audit purposes; Present a statement of account at each meeting; Work with the band & choir directors on an annual budget outline for the organization to review and approve; Shall deposit all funds of the organization in the name of DeForest Area Music Boosters in such bank as the organization may select.

Section V -- The assistant treasurer shall assist the treasurer in any way possible; Maintain records and make the status of the accounts available to directors, parents, and students

Section VI -- The publicity director shall advertise events of the band and the organization and work with DeForest Times-Tribune, Wisc State Journal, Debbie Brewster, Facebook & Twitter, etc; Will promote support for the music program and membership in the DeForest Area Music Boosters.

ARTICLE II: The Executive Board:

Section I -- The executive board shall be comprised of five elected members and the following ex-officio (non-voting, advisory) members: the band director(s), choir director(s), general music teachers and the past president.

Section II -- The government of the organization shall be controlled by the assenting vote of not less than three elected members.

Section III -- Purpose of the Executive Board is to make amendments to the constitution and by-laws as needed as needs change in the future within the music programs

ARTICLE III: Meetings:

Section I -- There shall be at least nine or ten regular meetings per year commencing preferably on the third Monday of each month or at the discretion of the board of directors.

Section II -- Special meetings may be called by the president.

Section III -- There must be a band, choir, and/or general music educator present at all Music Booster meetings for it to be an official school function.

ARTICLE IV: Elections:

Section I -- Nominations for the executive board will be made from the floor and voted on for each office. Ballots will be used if more than one person is running for an office.

Section II -- The executive board shall be elected at the last meeting of the school year. Each term served shall last 2 school years.

Section III -- Special elections will be held to fill vacancies in the event any officer is unable to fulfill his/her term. Notice of the vacancy will be noted one meeting prior to the special election.

ARTICLE V: Treasurer:

Section I -- The treasurer shall be authorized to disburse petty cash for postage, stationary, and other similar items with authorization of the President.

ARTICLE VI: Consent:

Section I – The DeForest Area Music Booster organization shall obtain the consent and cooperation of the Board of Education for activities which border on the responsibilities of the Board of Education.

ARTICLE VII: Authority:

Section I – The rules contained in Robert’s Rules of Order Revised shall govern in all cases in which they do not conflict with the rules of this organization.

ARTICLE VIII: Discretion of Funds:

Section I -- The use of funds for new/replacement instruments, equipment, or any instructional supplies will not exceed 75 percent of the school allocated budget for that program, that year. This can be overturned by a two-thirds majority vote at any regular meeting.

Section II -- When the DAMB Budget allows, bigger expense items can be granted upon request for music teachers and their program once per school year (band uniforms, show choir risers, instrument storage, etc). This shall be on a rotation to give all area's of music equal support. This requires a two-thirds majority vote at any meeting with an approved budget for the next school year. Current rotation is as follows: HS Band, HS Choir, MS Choir, MS Band, and General Music.

ARTICLE IX: Amendments:

Section I -- The Constitution and By-Laws may be amended by a two- thirds vote of the members present at any regular meeting. The amendments must have been presented in writing at the preceding regular meeting of the organization.

ARTICLE X: Dissolution:

In the event of dissolution of the DeForest Area Music Boosters, members and officers are not entitled to any of its assets. Upon the dissolution of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of the organization shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be turned over, free of charge to the DeForest Area School

District, split evenly between all music departments. Such distribution shall be made in accordance with all applicable provisions of the laws of the State of Wisconsin.

Adopted this 17 day of November, 2014 Signed by:

Kim Walker

(president)

Lisa Puhins

(vice president)

Julie Omerman

(assistant treasurer)

(secretary)

Brian Walker

(treasurer)

(public relations director)