

SOUTHFIELD ARTS AND TECHNOLOGY
VOCAL & INSTRUMENTAL PARENTS GROUP
(SAT VIP Group)

BY-LAWS

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Article I - Name of Organization

SECTION I:

The name of this organization is the “***Southfield Arts and Technology Vocal and Instrumental Parents Group (SAT VIP GROUP)***”. This organization shall be registered with the State of Michigan as a non-profit corporation.

Article II - Objectives

SECTION I:

The objective of the SAT VIP Group shall be to support and raise money; to stimulate membership activity; create a wider interest in music activities through membership participation; to work in harmony with and to provide support for the music directors and school officials in the pursuance of all music programs and objectives for **Southfield High School for the Arts and Technology** while promoting school spirit.

This non-profit corporation is organized and operated exclusively for charitable and educational purposes as described as in Section 501 (c) (3) of the Internal Revenue Code.

SECTION II:

To establish a closer relationship between home and music activities; to create an atmosphere of unity and cooperation between the school administration and the interest of all parties concerned; to help promote the general activities of the instrumental music department at Southfield High School for the Arts and Technology.

SECTION III:

To assist in providing financial and moral support for music activities, equipment, educational and exchange trips, and performances with other communities that is not provided for in the regular school budget.

SECTION IV:

To initiate fundraising activities to support the above objectives (Sections I, II III and IV).

Article III - Membership

SECTION I:

All affiliations are for one year, commencing on July 1st and terminating on June 30th of the following year, but may admit persons to the membership at any time.

SECTION II:

The membership of the SAT VIP GROUP shall be made available to individuals without regard to race, gender, color, creed, sexual orientation or national origin. The membership shall be comprised of the parents/guardians and associates of the Southfield High School for the Arts and Technology music program, and individuals who are willing to uphold the philosophy and provisions of the bylaws of the SAT VIP GROUP. The privilege of voting shall be limited to individuals who have paid their annual membership dues.

SECTION III:

Family Membership – Full voting privileges for the parents/guardians with membership “in good standing” of students in the SAT VIP GROUP. “Member in good standing” is dependent on a parent/guardian student’s financial, discipline, and his/her conduct in the SAT VIP GROUP and dues paying members.

SECTION IV:

Associate – Non-voting affiliation for individuals that wish to provide a basic level of support for the SAT VIP GROUP. Associate members are not eligible to hold elective office in this organization. Associate members will be entitled to voice and committee participation, along with the right to vote provided their annual dues have been paid.

SECTION V:

Non-voting affiliation and example could be limited to may include Corporations, Business Owners, Donors, Patrons, etc. There will be a mutually agreed level of funding support for this particular group that wishes to provide a basic level of support for the SAT VIP GROUP.

Article IV - Dues

SECTION I:

Each member of the SAT VIP GROUP shall pay annual dues of \$20.00 to said organization. The amount will be so designated by a two-thirds vote of the membership and reviewed on an annual basis.

SECTION II:

Any member who fails to pay dues by December 1st relinquishes the right to vote and hold an elective office or chair any committees.

SECTION III:

New members joining after the annual enrollment period will be given the opportunity to pay dues within two months of a student joining the program. Special consideration due to financial circumstances will be given on a case by case basis as determined by the executive board.

Article V - Revenue and Expenditures

SECTION I:

The revenue of this organization shall be derived from dues, contributions, and fundraising activities.

SECTION II:

All funds shall be deposited in the name of SAT VIP GROUP. No amount more than \$50.00 shall be expended without the consent of a majority of the executive board. An amount of \$50.00 or less shall be accounted for by a receipt (petty cash).

SECTION III:

Every check to be issued from the checking account and every withdrawal from the savings account of the organization shall bear the signature of two (2) of the three (3) following officers: President, Vice President, or Treasurer.

SECTION IV:

The executive board must first approve all expenditures of money from the general fund of the SAT VIP GROUP. No individual member of the SAT VIP GROUP executive board, committee member, and the member shall have authority to incur any obligations on the behalf of SAT VIP GROUP without the approval of a majority of the executive board.

SECTION V:

An impartial auditing committee, of not less than three (3) members of the SAT VIP GROUP, shall be appointed at least four weeks before the audit. One faculty member of Southfield High School for the Arts and Technology may serve on the auditing committee. No member of the executive board may serve on the auditing committee. The auditing committee shall audit the treasurer's account annually or if there is a change in the office of the Treasurer during the term of office. A copy of the audit shall be presented to the executive board and the superintendent of schools according to school district policy. The audit report shall be completed and made available to the general membership at the annual meeting to be held in May.

Article VI - Meetings

SECTION I:

As established by the Executive Board, general membership meetings of the SAT VIP GROUP shall be held the third Wednesday of each month beginning in September and ending in June. Changes will be made and announced in advance for meetings of the SAT VIP GROUP, which conflict with other school scheduled events.

SECTION II:

A schedule of meetings for each year will be developed before the first meeting of the school year. The monthly meetings shall be held at the band room or library.

SECTION III:

The May meeting shall be known as the Annual Meeting at which time annual reports shall be received and officers for the following year shall be installed.

SECTION IV:

Action on any matters brought before the membership that does not affect the Articles of Incorporation or By-laws shall require a simple majority vote of the members present for passage at general membership meetings. Matters affecting the Articles of Incorporation or By-laws shall be announced to the membership in compliance with **Article XIV** hereof.

SECTION V:

Special meetings of the general membership may be called by the president or the executive board, and announced at least one week prior by phone, email or regular mail.

Article VII - Order of Business

SECTION I:

The President shall preside at each regular meeting, each special meeting and at each executive board meeting. The order of business at each meeting shall be as follows:

1. Call Meeting to Order
2. Reading and Approval of Minutes
3. Treasurer's Report
4. Committee Reports
5. Old Business
6. Director's Comments
7. New Business
8. Adjournment

Article VIII – Officers and Duties

SECTION I:

The elected officers of this organization shall consist of a:

- President
- Vice President
- Treasurer
- Financial Secretary
- Recording Secretary
- Corresponding Secretary
- Parliamentarian

Non-elected officers shall consist of a:

- Principal
- Assistant Principal
- Music Director
- Auxiliary Coordinator

- A. To be an officer, one must have a child currently (in good standing) enrolled in SAT VIP GROUP. “Member in good standing” is dependent on a student’s financial standing, discipline, and his/her conduct in the SAT VIP GROUP and dues paying member(s).
- B. Annual elections will be held in April of each year. The officers shall serve a term of one year and may not serve more than two consecutive terms in the same office. Upon election, newly officers will shadow current officers.

SECTION II:

The **PRESIDENT** shall:

- A. Preside at all meetings of the membership and the executive board and transact such other business as is normal to the office.
- B. Sign all legal documents and shall perform other duties that the board and membership may prescribe.
- C. Not be obligated to attend committee meetings.

Article VIII – Officers and Duties *(continued)*

SECTION III:

The **VICE-PRESIDENT** shall:

- A. Assist the **PRESIDENT** in the performance of the duties of the said office.
- B. Perform the duties of the **PRESIDENT** when the president is absent.
- C. Perform the duties of the **PRESIDENT** in the event the **PRESIDENT** is unable to perform his/her duties until the vacancy is filled by an election to be scheduled by the executive board.
- D. Obtain bonding insurance and oversee the annual filing of all required paperwork for a 501 (c) (3) organization.
- E. Maintain and update Facebook page.
- F. Maintain and update the website.

SECTION IV:

The **TREASURER** shall:

- A. Bear the responsibility of all funds and shall keep a record of all receipts and disbursements.
- B. Receive all funds due the organization, deposit same by approved procedures within three (3) business days of receipt, and pay out same as directed by the executive board.
- C. Provide a detailed report of income and disbursements as well as copies of monthly bank statements at each executive board meeting and also prepare a financial report for each regular membership meeting.
- D. Keep accurate records that shall be examined annually by an auditing committee of not less than three (3) members which shall be appointed by the executive board. The audit shall be finalized before records are turned over to the new officers. A copy of the audit shall be presented to the executive board and the school administration.
- E. Prepare an annual budget as directed by the executive board.
- F. File the annual Michigan Sales Tax renewal form.

Article VIII – Officers and Duties *(continued)*

SECTION V:

The **FINANCIAL SECRETARY** shall:

- A. Keep a record of all amounts relating to student accounts and supply records to the **TREASURER**.
- B. Make student account balances available at monthly meetings and upon request.

SECTION VI:

The **RECORDING SECRETARY** shall:

- A. Keep minutes of all meetings of the executive board and membership and shall provide copies of board and membership meeting minutes to the members of the executive board and general membership at the following meeting.

SECTION VII:

The **CORRESPONDING SECRETARY** shall:

- A. Be responsible for the publication and distribution of SAT VIP GROUP correspondence, newsletters, and emails to members and the public, as approved by the executive board.

SECTION VIII:

The **PARLIAMENTARIAN** shall:

- A. Serve as a member of the executive board.
- B. Attend all executive board and general membership meetings, giving advice in the parliamentary procedure.

Article VIII – Officers and Duties *(continued)*

SECTION IX:

The **AUXILIARY COORDINATOR** shall:

- A. Be appointed by the **MUSIC DIRECTOR**.
- B. Attend all executive board and membership meetings.
- C. Be responsible for coordinating all auxiliary uniform and accessory purchases.
- D. Research all necessary costs and provide all auxiliary parents with the cost estimates and an appropriate due date.
- E. Document all funds collected made payable to SAT VIP GROUP per auxiliary member and turn in all funds collected to the **TREASURER**.
- F. Provide a detailed cost breakdown to the executive board and general membership of all income and expenditures including personal expenditures.
- G. Inform all parents that all uniform purchases are non-refundable. In the event all monies are not spent, the **AUXILIARY COORDINATOR** shall provide the remaining dollar amount to be deposited to the student accounts to the executive board.

SECTION X:

If any officer absents himself or herself from three (3) regular membership meetings during the office term without sufficient excuse satisfactory to the membership of the organization, said office shall be declared by the executive board to be vacant. All officers in their absence shall provide all reports.

SECTION XI:

Upon the death, resignation or the removal for cause of any officer, dereliction of duty, failure to pass a background check it shall be the duty of the **PRESIDENT**, or the officer acting in the place and stead of the **PRESIDENT**, to fill the vacancy by interim appointment. Said interim appointment shall continue until the office is filled by the new officer to be elected at a meeting as scheduled by the executive board.

Article IX – Election of Officers

SECTION I:

There shall be a Nomination Committee consisting of 3 to 5 volunteer members of the SAT VIP GROUP selected at the general membership meeting. They shall be responsible for the election and the counting of the ballots if used. Members of the nomination committee shall not be eligible for nomination. The counting of the ballots shall be counted during the general membership meeting and counted in plain sight of the members present.

SECTION II:

Only those members who have consented to serve, if elected; shall be eligible for nomination. Nominations shall be by the Nomination Committee and also from the floor. It is not necessary for the nominee to be present at the election to run for office. Only those members in good standing, dues paid (a parent or guardian of a student enrolled in the music programs are eligible for nomination).

SECTION III:

Officers shall be elected at the regular April meeting and as necessary during the year to fill a vacated office. A majority vote of the members present who are in good standing shall constitute an election.

SECTION IV:

No member shall be elected to more than one (1) office.

SECTION V:

All officers upon retiring shall submit a final report and deliver to their respective successors all of the books, records, documents, and property of the SAT VIP GROUP, which have come into their possession during the term of office. If no successor is elected all property should be turned over to the president. (Treasurer excluded until audit is complete).

Article X – The Executive Board

SECTION I:

The executive board shall be comprised of the elected officers, auxiliary coordinator, and the music director of the Southfield High School for the Arts and Technology. The Director shall be a non-voting member of the executive board. The past president shall act in an advisory capacity to the executive board.

SECTION II:

The executive board shall govern the affairs and business of the SAT VIP GROUP and shall submit recommendations (i.e. budget, fundraisers, etc.) to the SAT VIP GROUP for approval at regular meetings.

Article X – The Executive Board *(continued)*

SECTION III:

The executive board shall meet at some designated time before each general membership meeting to formulate an agenda to facilitate the smooth operation of the SAT VIP GROUP meetings.

SECTION IV:

The president or a majority of the members of the board may call special meetings of the executive board. A majority present shall constitute a quorum and transact affairs.

SECTION V:

The executive board shall have charge of the property, interest and affairs of the SAT VIP GROUP with the approval of the general membership to manage and conduct such.

Article XI – Standing Committees

SECTION I:

There shall be the following standing committees: Fundraising, Telephone Fan Out, Membership, Special Events, and other committees as the executive board shall determine. The executive board shall appoint committee chairpersons. The committees are as follows:

1. Fundraising
2. Telephone Fan Out
3. Special Events
4. Scholarship
5. Logistics
6. Chaperone

SECTION II:

The **FUNDRAISING CHAIRPERSON(S)** shall:

- A. Be appointed by the executive board for fundraising activity.

The **FUNDRAISING COMMITTEE** shall:

- B. Submit their plans for raising funds to the executive board for their approval.
- C. Coordinate the activities for all fundraisers.

Article XI – Standing Committees *(continued)*

SECTION III:

The **TELEPHONE FAN OUT COMMITTEE** shall:

- A. Disseminate information related to the Instrumental Music Program via telephone calls to all students (telephone number on file) and members of the SAT VIP GROUP. The president of the SAT VIP GROUP must approve all information disseminated.

SECTION IV:

The **SPECIAL EVENTS COMMITTEE** shall:

- A. Coordinate all SAT VIP GROUP activities for special events related to the Instrumental Music Program. These events include, but are not limited to, Summer Band Camp, Annual Band Competition, Annual Band Ball and Banquet, Winter Cabaret, Spring Concert, Parades, and Outside Performances.

SECTION V:

The **SCHOLARSHIP COMMITTEE CHAIRPERSON** shall:

- A. Be responsible for working with the music directors in selecting recipients for scholarships from this organization and shall facilitate the application process.

The **SCHOLARSHIP COMMITTEE** shall:

- B. Investigate possible outside sources of funding for scholarships (via direct contact of organizations or personal contacts), for graduating seniors and present information to the executive board.
- C. Identify activities for the SAT VIP GROUP to sponsor so that the net proceeds of said activities can be earmarked solely for the scholarships to be presented at the **ANNUAL BAND BANQUET**, or at such time as designated by the executive board.

Article XI – Standing Committees *(continued)*

SECTION VI:

The **LOGISTICS COMMITTEE** shall:

- A.** Be appointed as necessary by the executive board.
- B.** Arrange the timely moving of all equipment and necessary items to each venue as dictated by the needs of the Instrumental Music Program.
- C.** Oversee, with the input and direction of the **MUSIC DIRECTOR**, the setup, and dismantling of all said equipment and items.
- D.** Perform these duties at events such as, but not limited to, Summer Band Camp, Annual Band Competition, Annual Band Ball and Banquet, and various musical related trips in and out of the State of Michigan.

SECTION VII:

The **CHAPERONE COMMITTEE** shall:

- A.** Be responsible for obtaining the assistance of members in serving as chaperones at functions requiring chaperones.
- B.** Ensure that all members serving as chaperones follow the Southfield Public Schools' procedures outlined for applicants interested in serving in that capacity.

SECTION VIII:

SPECIAL COMMITTEES shall:

- A.** Be appointed as deemed necessary by the executive board or general membership.

Article XII - Policies

SECTION I:

The SAT VIP GROUP shall not seek to direct the administrative activities of the school board or control its policies.

SECTION II:

In the event of the executive board or any member of the SAT VIP GROUP interfere with the educational decisions of the music director and the operations of the instrumental program, the music director may disband the executive board, dismiss the particular member or disband the SAT VIP GROUP and appoint a new executive board. After one year, a general election of new officers will be held at the May meeting.

Article XII – Policies *(continued)*

SECTION III:

All matters about the activities, events, and projects of the SAT VIP GROUP must meet with the approval of the music director and must be in keeping with the policy of the school district.

SECTION IV:

The SAT VIP GROUP shall submit to the office of the superintendent of schools a record of officers, by-laws, membership roster and annual audit in keeping with the policy of the school district.

SECTION V:

Each member shall have an equal right to speak on all matters brought before the SAT VIP GROUP.

SECTION VI:

A copy of the by-laws must be distributed via email and group's website by the second general membership meeting and after that made available upon request.

SECTION VII:

No part of the net earnings of the organization shall under any circumstances be to the benefit of any private member or individual, said net earnings to be devoted exclusively to the purposes outlined in **Article II** hereof. Misappropriation and misuse of funds of the said organization by any member or executive board member shall be grounds for immediate dismissal after a thorough investigation. Individual(s) will be subject to the maximum penalties determined by the laws of the State of Michigan.

SECTION VIII:

A member may be removed from SAT VIP GROUP for failure to perform assigned duties. This action must be recommended by at least three (3) members of the board. It must be VOTED on and approved by 2/3 of the Executive Board. Also, if the music director or officers deem an adult's or student's behavior as unbecoming to a community member, aggressive or insulting to the group (including inappropriate language) at any time during a meeting of the organization, said a person may be asked to leave. The parliamentarian (sergeant at arms) or male officers may be directed to escort said a person or people from the building.

SECTION IX:

Chaperones for any trip, including Summer Band Camp, must be approved by the SAT VIP GROUP music director. Chaperones must support the program and NOT INTERFERE with the educational process. Prospective chaperones must follow Southfield Public School's procedure for procuring clearance as chaperones.

Article XIII – Parliamentary Authority

SECTION I:

The rules contained in Robert’s Rules of Order Revised Version shall govern the organization in all cases where they are appropriate and where they are consistent with the purposes and intents of the by-laws of this organization.

Article XIV – Amendments

SECTION I:

The Articles of Incorporation and the By-laws may be amended by a 2/3 vote of the members present at any regular membership meeting provided the proposed amendment was presented at the preceding regular membership meeting of the SAT VIP GROUP. Notice of the proposed amendment shall be given in writing to the general membership.

SECTION II:

A Bylaws Committee appointed by the Executive Board shall review these by-laws bi-annually in **January** for necessary updating. Any changes will be brought to the regular membership meeting in **March** for proper approval after notification is given to the members present at the **February** regular membership meeting.

Article XV - Dissolution

SECTION I:

The SAT VIP GROUP may cease to function following a concurring vote to that effect by a 2/3 vote of members present at a special meeting called for the purpose of disbanding the SAT VIP GROUP. Notice of said special election shall be given in writing at least 30 (thirty) days in advance of said meeting.