

***Ipswich School Music Boosters***

**CONSTITUTION**

**Article I:**  The name of this organization shall be the Ipswich School Music Boosters.

**Article II:  Objectives**. The objectives of Ipswich School Music Boosters, a nonprofit organization, are as follows:
**Section 1:**  To generate and maintain an enthusiastic interest in the various phases of the Music Department of Ipswich School.
**Section 2:** To lend all possible support, both moral and financial to the music program.
**Section 3:**  To cooperate with those in charge of the Music Department, School Administration and the School Board to the end that this department be brought to and maintain the highest degree of efficiency.
**Section 4:**  To build and maintain an organization of parents/guardians which will help promote the general activities of the Music Department.

**BY-LAWS**

**Article I:  Membership.**
**Section 1:**  Membership of this club shall include anyone interested in the progress and development of the Ipswich School Music Department.
**Section 2:** Members will not be assessed dues.
**Section 3:** Parents/Guardians of students in the Music Department are to be considered active members.
**Section 4:**  Parents/Guardians of students in the Music Department are to be considered the only active voting members.

**Article II:  Officers and Duties.**
**Section 1:** The officers of this club shall be President, Vice-President, Secretary, Treasurer, and Music Directors of the Ipswich School.
**Section 2:** The President shall preside at all meetings of this club, appoint all committees, countersign all checks whenever possible and shall be an ex-officio member of all committees whenever possible and shall represent the organization at School Board meetings if he/she so desires.
**Section 3:**  The Vice-President shall assume all the duties of the President in his/her absence.
**Section 4:** The Secretary shall keep records and minutes of all meetings and attend to all the correspondence.
**Section 5:** 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. The Treasurer shall countersign all checks and shall present a detailed audited report to the organization at the meeting in September. The audit will be done by the incoming Treasurer and Vice-President prior to the September meeting.
**Section 6:**  Ipswich School Music Boosters: All checks will require at least two Ipswich School Music Booster Executive Board voting member signatures, one of which is always the treasurer.

**Section 7:** The music directors shall act as liaison between the Ipswich music personnel and school authorities.

**Section 8:** There should be no interference from Booster Club officers or members in the actual operation of the music program. The Booster Club is a service group and not an advisory group.

**Article III:  The Executive Board.**
**Section 1:** The Executive Board shall be composed of the officers of the club and all Music Directors of Ipswich School. Music Directors shall be non-voting members.
**Section 2:**  The Executive Board shall have a general supervision of the affairs of the club.

**Section 3:** Elected officers and chairpersons shall not hold the same office for more than two (2) consecutive years.

**Article IV:  Meetings.**
**Section 1:**  The club shall hold a minimum of four regular meetings per year; an organizational meeting in April and business meetings in September, November and February. Special meetings may be called by the President. The meetings will be held on the first Monday of these months at 7:00 pm.

**Article V:  Elections.**
**Section 1:**  Officers will be elected at the April meeting.
**Section 2:**The President will serve one year. The Vice-President will be elected every year and the following year will succeed to the Presidency. If the position of President or Vice-President is co-chaired, each co-member will have a full vote on the executive board.
**Section 3:** Secretary and Treasurer shall serve a one or two year term.
**Section 4:** Officers will assume their duties on July 1st.
**Section 5:**  In case an office becomes vacant, the Executive Board may appoint someone to fill the vacancy.

**ArticleVI: Student Account Policy**

Money raised by Ipswich School (IHS) music students through Ipswich School Music Boosters sponsored fundraisers is deposited into a Music Booster issued bank account and held in the Liabilities Account “Students Account Payable”. Such funds are earmarked with students’ names and can be used to pay toward music-related trips or other expenses that have been approved for payment by the IHS Music Directors from the PHS Student Accounts. Once a student graduates from the IHS music program, any remaining funds become holdings of a younger sibling who is active in a IHS music program. Following graduation of the last family member to be active in a IHS music program, any funds remaining in “Students Account Payable” are transferred into the Ipswich Music Boosters General Fund. Remaining money is never refunded to students or students’ families however, a written request may be submitted to the Ipswich Music Board Executive Board to have the remaining funds used towards a specific music-related purpose.

**Article VII: Disbanding and Funds**

If the Ipswich School Music Boosters shall at any time disband, any monies in the treasury shall be turned over to the music department of the school.

**Article VIII: School Board Approval**

No expenditure that adds to the physical properties of the school shall be authorized until first approved by the school board.

**Revised – April 2016**