

**REVISED AND RESTATED
CONSTITUTION AND BYLAWS
OF
MILFORD HIGH SCHOOL BAND PARENTS
Revised
April 29, 2026**

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The Milford High School Band Parents, Inc., is incorporated as a 501(c)(3) and a Public Charity Status of 509 (a)(2). These By-laws supersede any previously adopted By-laws. These By-laws are adopted on April 29, 2026.

ARTICLE I
Organizational Identification

Section 1 – Name

The name of the organization shall be the “Milford High School Band Parents, Inc.” (hereinafter referred to as “Band Parents”).

Section 2 – Band Program

The Milford High School Band Program (hereinafter referred to as “Band Program”) shall include, but not be limited to, the Marching Band, Concert Band, Jazz Band, Winter Color Guard and Percussion Programs, Pep Band, and any other group organized under the MHS Band Program.

Section 3 – Huron Valley Marching Band

Effective beginning the Fall 2021 marching band season, the marching band programs from Milford High School and Lakeland High School will be combined to form the Huron Valley Marching Band or “HVMB” (hereinafter included in the reference “Band Program”).

Section 4 – Huron Valley Ensembles Steering Committee

The Huron Valley Ensembles Steering Committee shall work in collaboration with the Lakeland Band Boosters and Milford High School Band Parents to oversee the support of the Huron Valley Ensembles programs. This committee will work in conjunction with the Band Director(s), to meet the needs of the program(s) for their current and upcoming season. Members of the Steering Committee shall include all current Band Parents board members and appointed Committee Member.

Section 5– Principle Office

The Principle office of the corporation for the transaction of its business shall be: Milford High School, 2380 South Milford Road, Highland, MI 48357.

ARTICLE II
Purpose and Objectives

The purpose of the organization is to support and encourage the Milford High School Band program.

The objectives of the Band Parents are:

- a. to lend support, both moral and financial, to all members of the Band Program, including sponsoring fund raising activities and providing any other assistance necessary at any Band Program events in full support of their activities.

- b. to advance the education of the youth enrolled in the Band Program by promoting and encouraging musical excellence, teamwork and cooperation in an environment of mutual respect and dignity.

ARTICLE III
Membership

Section 1 - Class, Qualification and Rights of Members

1) Classes of Membership. The Band Parents group shall have two classes of membership: Active Members and Associate Members. Membership in the Band Parents is open to any individual satisfying the criteria of either class of membership.

a) Active Members: Parents, guardians or other individuals with a student enrolled in Huron Valley Schools and providing mandatory financial sponsorship of students actively enrolled in the Band Program, who are willing to subscribe to the bylaws of the Band Parents. These active members shall have all the rights and privileges of membership including the right to vote and/or serve on the Executive Board. They will be granted first choice for volunteer opportunities at band sponsored events. Students' families are limited to two active members. Each active member shall have one vote.

b) Associate Members: those individuals, who are interested in promoting the purposes and functions of the Band Parents, have been approved by the Board, but who are not eligible to be Active Members. Associate Members are not eligible to vote or serve on the Executive Board.

Section 2 - Membership Fees, Dues and Assessments

1) Dues: There are no membership dues for Members.

2) Fund Raisers: There are three types of fundraisers; (a) those designed to benefit the entire band organization, (b) those to benefit specific groups; (c) those to benefit an individual.

(a) General Fund Fundraisers: Participation in some of these fundraisers is mandatory and shall be declared in the HV Ensembles individual contracts. These are the activities designed to address the financial needs outlined in the annual budget. Some fundraisers require monetary contributions; some allow labor to be substituted for monetary contributions through solicitation efforts; others require labor in the form of working an event. Individuals who cannot contribute labor due to scheduling or other conflicts shall pay a voluntary opt-out fee or receive a pardon based on individual circumstances granted by a vote from the active Board Members and Director. All proceeds from general fund fundraisers are deposited into the Band Parents general fund account.

(b) Group Fundraisers: The band, color guard and drum line may occasionally run a fundraiser for their respective group. Funds raised in this fashion are deposited into the general fund of that group.

(c) Individual Fundraisers: These fundraisers are not mandatory because they are designed as an opportunity for individuals or families to help defray the personal expenses connected with participation in the Program. Proceeds are credited to family accounts.

Section 3 - Non-Liability of Members

Members are not personally liable for the debts, liabilities, or obligations of the corporation.

ARTICLE IV **Executive Board**

Section 1 - The Executive Board

The organization shall be governed by an Executive Board (hereinafter referred to as "Board").

Section 2 - Membership and Voting Rights of the Executive Board

The voting Executive Board Members shall consist of: President, Secretary, Treasurer and Band Director. An Executive Board Member may remain in position as an active member until a suitable replacement is found.

Section 3 – General Duties of the Executive Board

- a. The Executive Board shall conduct the affairs of the Milford High School Band Parents in the best interest of the Milford High School Band students and the Milford High School Band Program.
- b. The Executive Board shall prepare a financial budget for the upcoming season and have that ready by the kick off meeting of the respective season.
- c. The Executive Board shall meet monthly during the school year or whenever matters of business it deems necessary, but not less than four (4) times annually
- d. The Executive Board may establish performance goals for the Director(s). These goals will be used to help determine Director(s) compensation.
- e. The Executive Board shall ensure compliance with the:
 - i. Policies of the Huron Valley School District;
 - ii. The Band Parents Articles of Non-Profit Incorporation
 - iii. including these Constitution and Bylaws;
 - iv. The laws of the State of Michigan; and
 - v. Federal Tax-Exempt Guidelines.

ARTICLE V

Executive Board Officer Duties and Responsibilities

Section 1 – Elected Officers

The Band Parents shall annually elect officers of this organization: President, Secretary, and Treasurer.

Section 2 – President

The President shall:

- a. Be the spokesperson for the organization;
- a. Shall serve as a community liaison with the Band Director and School Administration;
- b. Preside at all Executive Board, Band Parents meetings, or meetings that need to be administered relating to the band program;
- c. Administer the Constitution and Bylaws;
- d. Establish committees and appoint committee chairpersons to carry out the functions of the organization;
- e. Serve as ex-officio member of all committees;
- f. May be a signer on all checks;
- g. Shall perform such other duties as may be prescribed in the Constitution and Bylaws, or assigned to him/her by the Band Parents;

- h. In the normal conduct of each business meeting, the President shall use Roberts Rules of Order;
- i. Represent the Band Parents as a member of the HVE Steering Committee for the support and guidance of the HVE Programs.

Section 3 –Secretary

The Secretary shall:

- a. Take all minutes of all Executive Board and Band Parents meetings.
- b. Be responsible for all Band Parent correspondence.
- c. Maintain the business records/files of the Band Parent organization.
- d. Represent the Band Parents as a member of the HVE Steering Committee for the support and guidance of the HVE Programs.

Section 4 –Treasurer

The Treasurer shall:

- a. Have the responsibility for maintaining financial records for the Band Parents organization;
- b. Present financial reports at all Band Parent meetings;
- c. Work with the Executive Board and Director(s) to develop a budget to be presented at the kick off meeting;
- d. Provide an annual financial statement to the Executive Board;
- e. Prepare and submit the Michigan Annual Report to the proper state authority;
- f. Receive and receipt funds and make distributions;
- g. Prepare or coordinate preparation of the Federal Tax Return for the fiscal year ending December 31. Present the completed Federal Tax Return to the incoming Treasurer for filing on or before May 15 following the fiscal end of year term of office;
- h. The President, Band Director and Treasurer shall have their names affixed to all accounts and may act as agents for the Treasurer;
- i. Oversee financial responsibilities of all individual student accounts and major trip accounts;
- j. Serve as Resident Agent for the MHS Band Parents Non-Profit Corporation;
- k. Represent the Band Parents as a member of the HVE Steering Committee for the support and guidance of the HVE Programs.

Section 5 –Band Director

The Director of the Milford High School Band shall:

- a. Regularly inform the board of the progress and needs of the Band Program;
- b. Work with the Executive Board to create a budget for the upcoming season to be prepared by the kick off meeting;
- c. Be the spokesperson for classroom needs and programs;
- d. Submit band rosters and an annual calendar

- e. Actively engage in communication within the school and local publicity regarding band events and achievements;
- f. Assist with managing the Winter Guard and Winter Drumline programs in accordance with the Band Parents expectations of accountability. For example, complete roster, complete financial accounting of each program including individual participant accounts, program spending, fundraising and any other financial aspects of the program;
- g. The Band Parents may compensate the Band Director, at their discretion, subject to fund availability.
- h. In the event of multiple Band Directors with responsibility at Milford High School those directors shall select a single Director to be a representative on the board.

Section 6 – Past President and Treasurer

The Past President and Treasurer may serve as a Board and Booster member to advise and maintain continuity from past year’s activities and programs as needed in the year immediately following their last year served on the Executive Board.

Section 7 – Compensation

Members of the Executive Board are volunteers and are not compensated.

ARTICLE VI
Elections

The Officers shall be selected by open nomination by the Band Parents and voted on by secret ballot at the May meeting. The election shall be conducted by the Band Director or current President. If a vacancy occurs, it will be appointed by the Executive Board.

- A. An April communication will go out and will have a call for nominations enabling all Band Parents to have the opportunity to be nominated for a board position. All nominations shall be submitted to the Secretary.
- B. The Elected Officers of the organization shall be President, Secretary and Treasurer.
- C. A majority of votes cast shall be necessary to elect an officer.

- D. Only Active Members with all previous band seasons fees paid in full and with a current student in Huron Valley Ensemble Programs are eligible to vote or be elected in elections.
- E. Election of officers shall be by written ballot with results counted publicly at the election meeting.
- F. The term of office shall be one year, commencing after the first election meeting in May and ending after the first election meeting in May the following year.
- G. Vacancies on the board will be filled by a vote of the remaining Board.

ARTICLE VII
Standing Committee

Section 1 – Standing Committee

May include:

Concessions	Chaperone
Uniform	Color Guard
Equipment	Meals
Special Events	Committee Member

and such other committees as the Executive Board shall determine.

Section 2 – Concessions

The Concessions Committee Chairperson(s) shall be appointed as needed by the President each year. This committee shall coordinate with Athletic Boosters, co-chair concessions with Band Parents for any event as determined by the Board. The committee will be responsible for maintaining all band concession inventory.

Section 3 – Uniform

The Uniform Committee Chairperson(s) shall be appointed as needed by the President each year. This committee shall assist the Band Director with distribution and maintenance of uniforms. The committee's responsibilities shall include fitting of marching and concert uniforms, maintenance and cleaning of uniforms and supplies at appropriate times during the school year, and collection and inventory of uniforms at the end of each school year. The committee will also oversee uniform distribution and collection at each performance.

Section 4 – Equipment

The Equipment/Pit Committee Chairperson(s) shall be appointed as needed by the President each year. This committee shall be responsible for maintaining and transporting equipment that is used by the MHS Band Program during the year, including, but not limited to, transporting of props, instruments, to and from any performance given by the Band.

Section 5 – Chaperone

The Chaperone Committee Chairperson(s) shall be appointed as needed by the President each year. This committee shall organize and oversee parents to serve as chaperones for marching band season or other events where the band is required to travel. The committee may provide refreshments, maintain first aid kits for chaperones, and present proper guidelines for the chaperone.

Section 6 – Color Guard

The Color Guard Committee Chairperson shall be appointed as needed by the President each year. This committee shall be the liaison between the Color Guard group and the Marching Band. This person will organize Color Guard specific fundraisers, communicate needs, and update on progress.

Section 7 – Meals

The Trip Committee Chairperson(s) shall be appointed as needed by the President. The committee shall be responsible to plan student meals/food needs for Band Camp, and practices/invitational days, and guest events such as Band Day and any needs for guest clinicians. This person will organize, welcome and plan volunteers according to needs of the day.

Section 8 – Special Events

The Special Events Committee Chairperson(s) shall be appointed as needed by the President each year. This committee shall be responsible for planning and providing refreshments for concerts and other special events, when required.

Section 9 – Parent Representative to Winter Guard

The Representative to the Winter Guard shall be appointed as needed by the Band Director as needed. The Representative shall act as a liaison to promote communication and involvement between and among the Band Parents, Band Director, Winter Guard Members and Band Members.

Section 10 – Parent Representative to Winter Percussion

The Representative to the Winter Percussion shall be appointed as needed by the Band Director as needed. The Representative shall act as a liaison to promote communication and involvement between and among the Band Parents, Band Director, Winter Percussion Members and Band Members.

Section 11 – Committee Member

The Committee Member shall serve as an additional representative to the HVE Steering Committee. The Committee Member will be an active volunteer from any of the HVE programs and is not required to have an active member enrolled in the program. In the event of multiple volunteers, a special runoff election will be conducted by the Executive Board. Should no volunteers come forward, the position shall be appointed by a vote of the Executive Board.

ARTICLE VIII
Meetings

Section 1 – Parliamentary Authority

All meetings shall be conducted in accordance with Robert’s Rules of Order.

Section 2 – Regular Meetings

The regular meetings of the organization shall generally be held the 1st Tuesday of a calendar month. Members of the Milford High School Band parents may participate in these meetings but do not have the right to vote.

Section 3 – Special Meetings

Special meetings may be called when deemed necessary at an agreed upon location.

ARTICLE IX
Resignation/Removal/Recall

Section 1 - Resignation

Any Executive Board Member may resign effective upon giving written notice to the President or Executive Board.

The resignation will be considered effective immediately unless a mutually agreed upon date is set.

Section 2 – Removal

Removal of members from the Executive Board shall be for just cause and will require a unanimous vote by the Executive Board, excluding the member being removed. Any person removed from the Board may appeal that decision to the Band Parents at the next scheduled meeting. A two-thirds vote of the Band Parents, exclusive of the member being removed, is required to reverse the action of the Executive Board.

Section 3 – Recall

A recall of an elected officer may be initiated by any voting member of the Band Parents group. A petition signed by ¼ of the voting members of the constituency will constitute cause for such recall election. Notice to the entire constituency must be given at least 30 days before the general meeting on which it will be voted. Removal must be by 2/3 vote of the members eligible to vote.

Article X
Fiscal Year

The fiscal year of the organization shall be January 1st through December 31st.

ARTICLE XI
Quorum

Section 1 – Executive Board Meetings

A majority of the executive board shall constitute a quorum at any executive board meeting.

Section 2 – General Membership Meetings

The eligible membership in attendance shall constitute a quorum at any General Membership Meeting.

ARTICLE XII
Amendment

Amendments may be proposed in writing to and read by the Secretary to give sufficient notification to the voting Band Parents. Notification shall be considered to be a minimum of one (1) meeting in advance of the question being voted upon.

The Bylaws may be amended by a two-thirds (2/3) majority vote of eligible Band Parents present.

ARTICLE XIII
Individual Student Accounts

The main purpose for individual student accounts is to encourage the students to fundraise to help subsidize any major trip that is taken by the HVE programs or to offset program dues owed for any HVE Programs requiring monies owed for participation. With the ever expanding growth of the MHS Band Program, and small groups of band members, such as the Winter Drum Line and Winter Guard, or any other smaller organized band group, attending out-of-state regional and world championship events, as well as the cost of band camp, the Band Boosters realize that encouraging students to do additional fundraising to allow for subsidizing these extra events would also benefit the band as a whole. Therefore, individual student accounts may be used **only** for the following purposes:

- A. Upon the prior written permission of the individual's parents or legal guardians, Band Booster Treasurer and Band Director, monies may be transferred to pay for band fees, winter activities, or any other trip when monies are due.
- B. Individual student accounts may not be used for private lessons, solo or ensemble fees, or any individual summer enrichment program, such as Drum Corps, Interlochen or Blue Lake Music Camps. Individual student accounts may not be used by parents to pay chaperone fees for any trip.
- C. Individual student accounts for band students who are graduating or dropping band shall be handled as follows:
 - i. Written notification must be received by the Treasurer by the end of the Band Parent's fiscal year to transfer the balance in a student account to a sibling of the band student (sibling band accounts shall be held for a period of five (5) years following the graduation of an older sibling); or
 - i. If no sibling will follow the student, any balance remaining shall be transferred to the Band Parent's hardship fund.

ARTICLE XIV
Dissolution

In such case as the Milford High School Band Parents are no longer in existence, all moneys shall be turned over first to the Milford High School Music Department to be used at the discretion of the Band Director and then to the Milford High School Administration to be used for Instrumental Scholarships.

ARTICLE XV
Miscellaneous

- A. No Band Booster property shall be loaned out to any individual or group without the prior approval of the Executive Board and Band Director.
- B. Any expenditure not in the approved budget, over \$300, shall be subject to approval by the Executive Board before the expenditure is made.
- C. These revised and restated Constitution and Bylaws of the Milford High School Band Parents shall be effective upon approval.

ARTICLE XVI
Revision History

Revision Dates:

Adopted December 14, 2015

Revised February 9, 2022

Revised April 29, 2026