

**Constitution and Bylaws of  
FRIENDS OF MHS MUSIC MAKERS  
Approved October 13, 1999  
Revised November 8, 2005**

**CONSTITUTION**

**ARTICLE I**

**Name:**

**Section 1** – The name of this organization shall be Friends of MHS Music Makers hereinafter referred to as “MHS Music Friends.”

**ARTICLE II**

**Purpose:**

**Section 1** – MHS Music Friends is organized exclusively to provide charitable support to the Music Department at Muskego High School and encourage the advancement of the music arts for high school students in Muskego, Wisconsin.

**Section 2** – No officer or member shall be authorized to engage in activities under the name of MHS Music Friends that do not contribute to enhance or advance the explicit purpose of MHS Music Friends or the objectives written in Article III of the Constitution.

**Section 3** – All activities of MHS Music Friends must conform to the requirements of section 501(c)(3) of the Internal Revenue Code and the laws governing not-for-profit organizations in the State of Wisconsin.

**ARTICLE III**

**Objectives:**

**Section 1** – To arouse and maintain an enthusiastic interest in the various phases of the Music Department of Muskego High School (MHS).

**Section 2** – To lend all possible support to the general music program of Muskego High School and to cooperate with those in charge of the Music Department, Administration, and the School Board.

**Section 3** – To build and maintain an organization of adults which will help promote the general activities of the Music Department.

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**ARTICLE IV  
Membership:**

**Section 1** – The membership shall include all music students' parents and any adults interested in the progress and development of the Music Department of Muskego High School.

**ARTICLE V  
Officers:**

**Section 1** – The officers shall be: President, Vice-President, Secretary, and Treasurer. Co-officers are acceptable.

**Section 2** – Optional officers: Choir Liaison and Band Liaison may be filled annually as needed. Co-officers may be accepted for any position.

**ARTICLE IV  
Assets:**

**Section 1** – Any assets purchased or acquired by MHS Music Friends shall be used for the sole purpose(s) of supporting the Purpose and Objectives written in Articles II and III above.

**Section 2** – In the event MHS Music Friends is dissolved, the officers in office at the time of dissolution shall assure that any assets of MHS Music Friends shall be given to Muskego High School for exempt uses. If Muskego High School refuses to accept any or all assets from MHS Music Friends, such assets shall be given to the City of Muskego with the designation that they be used for exempt purposes.

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**BYLAWS**

**ARTICLE I**

**Duties of Officers:**

**Section 1** – The President shall preside at all meetings, appoint all committees, and shall be an ex-officio member of all committees.

**Section 2** – The Vice-President shall assume all the duties of the President in his/her absence.

**Section 3** – The Secretary shall keep the records and minutes of all meetings and attend to the correspondence.

**Section 4** – 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. These records shall be kept in accordance with regularly accepted accounting principles.

**ARTICLE II**

**The Executive Board:**

**Section 1** – The Executive Board shall be composed of the officers, the music teachers of Muskego High School, and the past President.

**Section 2** – The Executive Board shall have general supervision of the organization's affairs

**Section 3** – The Executive Board shall meet monthly or when needed, but not less than once per calendar quarter.

**Section 4** – A quorum shall consist of three presiding officers.

**ARTICLE III**

**Meetings:**

**Section 1** – Regular meetings of the organization shall be held a minimum of every other month beginning in September and ending in June.

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**Section 2** – Special meetings may be called by the President.

**ARTICLE IV**

**Standing Committees:**

**Section 1** – The Executive Board shall establish standing committees as needed.

**Section 2** – The music teachers of Muskego High School shall be ex-officio members of all committees.

**ARTICLE V**

**Disbursements of Funds:**

**Section 1** – The Executive Board will be required to seek prior approval of the Administration and/or Music Department before making any gifts, monetary or material to the Music Department of Muskego High School.

**Section 2** – A majority of the members present at any meeting of the organization is required to authorize the disbursement of funds except as follows:

- a) The approval of  $\frac{3}{4}$  of the Executive Board of Officers is required to disburse funds exceeding the amount specified in the annual budget or to disburse funds requested before a meeting of the membership can be called.
- b) The committee chairpersons are authorized to disburse funds complying with the annual budget.

**ARTICLE VI**

**Annual Financial Report:**

**Section 1** – The Treasurer shall be required to prepare a financial report at the end of the financial year ending June 30. The report will be presented at the September meeting and copies will be filed with the Executive Board and with such other internal or external groups or individuals as the Executive Board shall direct. All records are open and may be viewed on demand. The Executive Board may request an independent audit as needed. All audits will become part of the permanent records of the organization.

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**ARTICLE VII**

**Dues:**

**Section 1** – Dues shall be established by a majority vote of the members present.

**ARTICLE VIII**

**Quorum:**

**Section 1** – Membership in attendance shall constitute a quorum.

**ARTICLE IX**

**Elections:**

**Section 1** – A Nominating Committee shall be appointed by the President, as needed.

**Section 2** – Officers are to be elected at the May meeting and assume duties on July 1<sup>st</sup>.

**Section 3** – From the time of election until installed, the officers elect shall attend all Executive Board meetings.

**ARTICLE X**

**Authority:**

**Section 1** – The rules contained in Robert's Rules of Order, Revised, shall govern this organization in all cases in which they do not conflict with the rules of the organization.

**ARTICLE XI**

**Amendments:**

**Section 1** – The Constitution and Bylaws may be amended by a two-thirds majority 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.