

Fremd Music Association

Standing Rules

May 2018

General Account

The General Account includes all monies collected from membership dues, interest, donations, General Account Fundraisers, and any other miscellaneous sources. General operating expenses come from this account. Usual expenses include newsletter, bond insurance policy, hospitality, senior recognition expenses, scholarships, student events and Music Department purchases. A General Account budget for the fiscal year will be prepared by the Treasurer and presented to the Board of Directors for approval each year.

Designated Accounts

Designated Accounts include a Band Fund, a Choir Fund, an Orchestra Fund, a Viking Marching Band Fund, and a Show Choir Fund. These funds include monies collected from membership, in excess of dues, which have been designated by donors for the use of a single organization. Such funds also include monies collected from special fundraisers for Band, Choir, Orchestra, Viking Marching Band, or Show Choir, excluding fundraisers for trips. Designated Accounts may also exist for donations received for a specific use. Expenses paid from these accounts shall be of a similar nature as those in the General Account. These will primarily include music department purchases such as instruments, supplies and music, event fees and awards.

Trip Account

The Trip Account consists of all trip deposits and funds raised to support trips taken by the Music Department students, chaperones and school officials as well as Music Department- sponsored activities that are Board approved.

Student Accounts

Student Accounts consist of all funds raised and held in escrow on behalf of individual students for the purpose of future Music Department trips and sponsored activities that are Board approved. Board approved activities include competitive activities (i.e. Show Choir and Viking Marching Band). In so doing, students participating in those competitive groups shall be permitted to use their student account funds toward required performance attire and other participation costs associated with those competitive activities.

The amounts in the Student Accounts do not belong to the student but are held in escrow to be used only toward Music Department trips and sponsored activities.

Student Accounts may not carry a negative balance. Account balances not used upon graduation will be put into the FMA General Account unless a sibling is enrolled in the music department in the following semester. If sibling is enrolled in music department, the account balance of graduating student will transfer to sibling's account.

Students may raise funds to meet all or a portion of the cost of Music Department trips and sponsored activities. However, no Student Accounts will be transferred to the Trip Account prior to the trip cancellation date (see Trip Policies). Deposits due through this date must be paid by check to FMA or through payments directly to the travel agency. Such funds may be refunded to the student account, as specified below, if the Student Account has funds remaining after all trip deposits are satisfied. In rare cases of financial hardship, exceptions to the payment policy may only be made upon recommendation of the Music Director and approval of the Board of Directors.

After the trip cancellation date and prior to the due date of any subsequent trip deposit, a student may request all or a portion of his/her Student Account balance to be transferred to the Trip Account toward the deposit requirement. The balance of the Student Account will be used as needed towards the final trip payment due. Any balance remaining in a Student Account after the final balance due is satisfied will be refunded to the student up to the amount paid for the trip. To allow for the timely final trip payment, final Student Account balances will be transferred to the Trip Account if applicable a minimum of 2 weeks prior to the final trip payment due date. Exceptions require Board approval.

Trip Policies

FMA may sponsor fundraisers with student participation where profits earned by students are credited to Student Accounts for future Music Department trips. Student participation in such fundraisers is optional.

FMA may also sponsor general fundraisers where all or a portion of the profits are designated to defray the costs of a Music Department trip for all participants in such trip. FMA will not provide funds from membership dues or general fundraisers for any individual traveler, including school officials, chaperones or students. All trips must be self-funded

All trips must include a contract between the student and his/her parents and the Fremd Music Association. This contract must include the cost of the trip and a payment schedule for all amounts due from the student. When planning a trip, Music Directors are requested to notify FMA as soon as possible so that a Trip Coordinator may assist with the planning.

Fundraising opportunities planned to defray costs should also be specified. If other fundraising opportunities are likely, but the specifics are not yet known, this should also be noted. Checks for trips must be payable to FMA. All deposits must be non-

refundable to the student after a date specified in the contract (trip cancellation date), except in the case of excess funds as discussed below. Students not meeting the payment deadlines will not be allowed to travel and will forfeit all monies deposited. In rare cases of financial hardship, exceptions to the payment deadlines may be made only upon recommendation of the Music Director, approval of the Music Department Chair and approval of the Board of Directors.

All funds collected must be given to the Treasurer for deposit within 5 10 days of collection. All trip money must be collected at least 2 weeks before the trip. A written accounting of funds collected and disbursed must be presented by the trip coordinator to the Board or the Treasurer within 30 days of the end of the trip. Any discrepancy between records must be resolved as soon as possible.

Any excess funds for a trip remaining after payment of all trip expenses shall be distributed among all paying participants of the trip in proportion to the amount paid by each participant. Such participants may also be given the option to credit their refunds to Student Accounts or to donate the funds to FMA.

Ways and Means

Funds brought in by fundraising activities will be placed in Ways and Means until all outstanding bills are cleared and allocation of the profit is made. Any products being sold, or samples, must be paid for at the earlier of order date or date of product receipt by the student. No product will be given to a student or order made without such payment.

In the case of financial hardship, exceptions to the student payment timing above may be made upon recommendation by the student's Music Director and approval by the Music Department Chairperson and FMA Board. Such exceptions should be rare.

Fundraising

The Board of Directors must approve all FMA fundraisers before they are initiated. FMA fundraisers include any activities for which monies are collected and placed into FMA bank accounts. A representative of the applicable committee will act as coordinator for each fundraiser to fulfill the duties as specified in the Bylaws. All fundraising shall be preapproved by the Fremd High School Administration.

All funds collected must be given to the Treasurer for deposit within 10 days of collection. A written accounting of a fundraising activity must be presented to the Board or the Treasurer within 20 days of the end of the fundraiser. Any discrepancy between records must be resolved as soon as possible.

Expenditures

It is the responsibility of the Board of Directors to establish procedures and controls to assure that all disbursements are properly supported, approved by the Board of

Directors, meet the charitable purpose of FMA, and comply with the Bylaws and Standing Rules of FMA.

The Board may grant approval authority to the Treasurer for individual disbursements of up to \$500, provided:

1. Expenditures are made from the Designated Accounts of Band, Choir, ~~or~~ Orchestra, Viking Marching Band, or Show Choir at the request of the applicable Music Director.

2. Expenditures are of the following nature:

- Music (marching, symphonic, jazz, additional scores, custom arrangements, orchestral, vocal)
- Instruments
- Music supplies
- Guest conductors, clinicians, marching band camp assistants, accompanists (except high school students or music program sponsors)
- Fees for competitions, festivals, concert venues, applications
- Supplies for various materials and construction, e.g., marching band props, carts, etc.
- Choreographer fee
- Marching Band Drill Writer fee
- Food and drink for recruiting events, or events involving guest musicians
- Recording fees
- Awards for seniors, band camp, and other events

3. A monthly summary of all disbursements is presented to and approved by the Board at its subsequent monthly meeting.

All unbudgeted or non-reimbursable disbursements over \$500 require pre-approval of the Board of Directors. All checks over \$2000 require two signatures of authorized signers of the Board. At least three Board members shall be established as authorized signers with the bank annually. A record of all Board decisions will be made part of the monthly Board meeting minutes.

The treasurer is permitted to reimburse sales tax paid, with proper documentation, in circumstances where it makes most sense to purchase at/from a vendor who does not accept FMA's tax exempt letter.

FMA will not provide monies for food or drink, except for hospitality after concerts and for meals in conjunction with recruiting events or entertainment of guest musicians.

Monies collected from Marching Band members may be used to purchase: dry cleaning services, competition transportation, competition food and water, VMB t-shirts and other

items deemed necessary by the Band Director(s) and FMA Marching Band Vice President(s).

Scholarships

In-need in-school music lesson scholarships will be granted for in-school private voice or instrument lessons as budgeted funds allow. Completed applications with all necessary signatures must be received by October 1 for first semester and by February 1 for second semester. For students determined to be eligible for scholarship money, FMA reimburses private teachers one-half of the cost of lessons; the student is responsible for the other one-half. Students who have extreme financial situations that arise mid-year may discuss the possibility of financial assistance with their director.

FMA will reimburse private instructors for the cost of no more than two private lessons to support students who are switching instruments on a director's recommendation to balance the band or orchestra. These scholarships will be determined based on the number of students requiring new instrument lessons and the amount of money available.

Drum major summer camp tuition reimbursement will be given to a maximum of four students. Applications must be received by May 20 (or three weeks after drum majors are selected, whichever is later).

Memorial Donations

When an immediate family member of a current music student or director dies, \$50 may be donated to a charity from FMA, provided funds are available.

Monetary Compensation

FMA will not provide monetary compensation to any Music Department program sponsors. Any adult in such a role must be paid through District 211, and the program must comply with all rules and regulations of the district.

FMA will not provide high school students with monetary compensation for student services, including musical performances.

Monthly Board Meetings

All meeting dates will be published in advance on the FMA website: www.fremdmusic.org

Amendments

These Standing Rules may be amended upon approval of a two-thirds majority of board members at any Board Meeting.