

Fremd Music Association  
Standing Rules  
June 2006

### **General Account**

The General Account includes all monies collected from membership dues, interest, donations, Floral Design Showcase 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, Choir Fund, and an Orchestra 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 or Orchestra, excluding fundraisers for trips. 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. Account balances not used upon graduation or departure from the Music Department will be put into the General Account unless a sibling is enrolled in the music department in the following semester. Student Accounts will be debited for any money owed – no profits will be credited until debts are cleared.

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. Such funds may be

refunded to the student, 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 to FMA by check for the trip. To allow for the timely final trip payment, final Student Account balances will be transferred to the Trip Account a minimum of 2 weeks prior to the final trip payment due date. Exceptions require Board approval.

### **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 Fundraising Committee (or Membership or Floral Design Showcase Committees or Board of Directors, as appropriate) will act as coordinator for each fundraiser to fulfill the duties as specified in the Bylaws.

All funds collected must be given to the Treasurer for deposit within 5 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, 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 -marching band props, carts, etc
  - Color guard Choreographer Fee (part of bargain to have Vikettes with Band)
  - 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 disbursements over \$500 require pre-approval of the Board of Directors. All checks over \$1000 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.

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.

### **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. A portion of

membership dues may also be designated for this purpose if approved by the Board. Such funds will be transferred to the Trip Account. FMA will not provide funds from membership dues or general fundraisers for any individual traveler, including school officials, chaperones or students.

All trips must include a contract between the student and his/her parents and William Fremd High School. This contract must include the cost of the trip and a payment schedule for all amounts due from the student. 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 nonrefundable 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 only be made 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 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 20 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.

## **Scholarships**

In-need in school music lesson scholarships will be granted on a first come, first served basis as budgeted funds allow. Completed applications must be received by October 1 for the first semester and by December 15 for the second semester. FMA reimburses private teachers 2/3 of the cost of lessons; the student is responsible for the other 1/3.

Drum major summer camp tuition reimbursement will be given to a maximum of 4 students. Applications must be received by May 20.

Summer music camp scholarships will be granted to those students who apply by May 20. Budgeted funds will be divided by the number of eligible students with a maximum amount payable of \$300 per student.

**Memorial Donations**

When the mother, father or sibling of a current music student or director dies, \$50 will 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.fhs.d211.org/departments/music/fma](http://www.fhs.d211.org/departments/music/fma)).

