



**CITY OF NOVI CITY COUNCIL
OCTOBER 14, 2024**

SUBJECT: Approval of resolution recognizing the Novi High School Orchestra Boosters as a nonprofit organization operating in the City of Novi for the purpose of obtaining a charitable gaming license from the State of Michigan.

SUBMITTING DEPARTMENT: City Clerk

KEY HIGHLIGHTS:

- The Novi High School Boosters supports the Orchestra Program
- The Boosters are applying for a Charitable Gaming License from the State of Michigan and are requesting a resolution recognizing them as a non-profit organization from the City of Novi, as required by State Act 382 of 1972

BACKGROUND INFORMATION:

The purpose of the Novi High School Boosters is to support and encourage the Orchestra Program; to bring the Orchestra Program into community focus; to engage in such education and action as may enhance the quality and quantity of musical experience and character development; and to promote the school-community interaction and exchange to the benefit of all. They are applying for a Charitable Gaming License from the State of Michigan and are required by the State Act 382 of 1972 to request a resolution recognizing them as a non-profit organization from the jurisdiction where they are based. Such a resolution carries no obligation from or endorsement by the City of Novi.

The Police Department has reviewed their submission and finds no reason to deny the request.

RECOMMENDED ACTION: Approval of resolution recognizing the Novi High School Orchestra Boosters as a nonprofit organization operating in the City of Novi for the purpose of obtaining a charitable gaming license from the State of Michigan.

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Novi High School Orchestra Boosters			
Organization Physical Street Address 24062 Taft Rd.			
City Novi	State MI	Zip Code 48375	County Oakland
Organization Mailing Address			<input checked="" type="checkbox"/> Same as Physical Address
City	State	Zip Code	County
Organization Telephone Number 616-477-4111			

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization.

The purpose of the Novi High School Orchestra Boosters is to support the orchestra program at Novi High School by organizing social events and elevating students' experience by funding things such as clinicians, concert uniforms, instrument maintenance, and scholarships.

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Bingo Raffle Charity Game Ticket license
 Make checks payable to STATE OF MICHIGAN.

4. AUTHORIZED CONTACT PERSON

First Name Kristina		Last Name McKone		Position/Role with Organization president	
Mailing Address				City	
State	Zip Code	Telephone Number (Day)	Telephone Number (Evening)		
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.					
Authorized Contact Person Signature				Date	
Print Authorized Contact Name and Title Kristina McKone, president					

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.





LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

At a _____ meeting of the City of Novi
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Novi High School Orchestra Boosters of Novi,
NAME OF ORGANIZATION CITY

county of Oakland, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____.
APPROVAL/DISAPPROVAL

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
 adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.
 BSL-CG-1153(R6/09)

MEMORANDUM



TO: CORTNEY HANSON, CITY CLERK
FROM: ERICK W. ZINSER *EZ*
DIRECTOR OF PUBLIC SAFETY / CHIEF OF POLICE
INITIATED BY: MICHAEL BENDER, DETECTIVE *MB*
SUBJECT: NOVI HIGH SCHOOL ORCHESTRA BOOSTER
RAFFLE LICENSE APPLICATION
DATE: OCTOBER 8, 2024

ORGANIZATION INFORMATION:
Novi High School Orchestra Booster
24062 Taft Rd
Novi, MI 48375

CONTACT PERSON:
Kristina McKone-President
312-550-6135

EVENT LOCATION:
Novi High School

DATE/TIME OF EVENT:
02-22-25 at 5:30pm

INFORMATION:
The Novi Police Department received this request from the Novi City Clerk's Office to review a Raffle License Application for a fundraiser that will be held to support the orchestra program. The fundraiser will support funding clinicians, concert uniforms, instrument maintenance, and scholarships. This raffle will take place just prior to the concert, which will be held at the Novi High School.

INVESTIGATION:
Based off of the information provided, there was nothing of concern that would disqualify the applicant from approval.

**REVISED AND RESTATED
CONSTITUTION AND BYLAWS
OF
NOVI HIGH SCHOOL ORCHESTRA BOOSTERS
Adopted April 2019**

REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
ORCHESTRA BOOSTERS

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**REVISED AND RESTATED CONSTITUTION AND BYLAWS OF NOVI HIGH SCHOOL
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These revised and restated Constitution and Bylaws of the Novi High School Orchestra Boosters shall act as a total revision of the constitution and Bylaws of the Novi High School Orchestra Boosters dated September 23, 1987, as amended.

ARTICLE I
Organizational Identification

Section 1 – Name

The name of the organization shall be the "NOVI HIGH SCHOOL ORCHESTRA BOOSTERS" (hereinafter referred to as "Orchestra Boosters").

Section 2 – Orchestra Program

The Novi High School Orchestra Program (hereinafter referred to as "Orchestra Program") shall include, but not be limited to, the Wildcat Orchestra, Concert Orchestra, Symphony Orchestra, Philharmonic Orchestra, and any other group organized under the NHS Orchestra Program.

ARTICLE II
Purpose

The purpose of this organization shall be to support and encourage the Orchestra Program; to bring the Orchestra Program into community focus; to engage in such education and action as may enhance the quality and quantity of musical experience and character development; and to promote the school-community interaction and exchange to the benefit of all.

ARTICLE III
Objectives

- A. To assist the Novi High School Orchestra Program Faculty in developing, executing, and funding support for relevant activities that promote school-community interaction, and make the Novi High School Orchestra Program a contributing factor in our community.
- B. To encourage our high school Orchestra students to strive for greater musical achievements and musical appreciation by actively demonstrating our interest and support in their endeavors.
- C. To lend all possible support, both moral and financial, to all

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members of the Orchestra Program, including sponsoring fund raising activities and rendering any other assistance necessary at Orchestra functions in full support of their activities.

D. To promote a better understanding between the students, parents and community of the hard work, effort, and dedication the students give to the Orchestra Program by actively sharing and supporting their endeavors.

E. To promote personal and social enjoyment, personal growth, self-satisfaction, and pride in the Orchestra Program through active participation in the activities of the Orchestra Program.

F. To cooperate with and support the Orchestra Faculty and school administration to ensure that the Orchestra Program shall attain and maintain the highest possible degree of efficiency and excellence.

G. To comply with all existing state and federal guidelines, laws and statutes, including Section 501(c)(4) of the Internal Revenue Code of 1954, as amended or shall be hereinafter amended in order to be considered an organization exempt from federal and state taxes.

**ARTICLE IV
Membership**

Any parent or legal guardian of a current school year Orchestra member is automatically a member.

**ARTICLE V
Executive Board**

Section 1 – The Board

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

Section 2 – Membership and Voting Rights of the Board

The Voting Board Members shall consist of: President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. The non-voting members shall consist of: Orchestra Program Director, Past Presidents who request Board Membership.

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Section 3 – General Duties of the Board

- A. The board shall conduct the affairs of the Novi High School Orchestra Boosters in the best interest of the Novi High School Orchestra students.
- B. The board shall prepare an annual proposed financial budget for the following year at the June general membership meeting for preliminary review and approval. The annual financial budget shall be presented and voted on for final approval at the September general membership meeting.
- B. The board shall meet whenever matters of business deem it necessary, but not less than four (4) times annually.
- D. The board shall insure compliance with the:
 - i. Policies of the Novi Community School District;
 - ii. The Orchestra Boosters Articles of Non-Profit Incorporation Including these Constitution and Bylaws;
 - iii. The laws of the State of Michigan; and
 - iv. Federal Tax-Exempt Guidelines.

**ARTICLE VI
Officers' Duties and Responsibilities**

Section 1 – Elected Officers

The elected officers of this organization shall be: President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2 – President

The President shall:

- a. Be the spokesperson for the organization;
- b. Preside at all executive board and general membership meetings;
- c. Administer the Constitution and Bylaws;
- d. Appoint committees to carry out the functions of the organization; and
- e. Serve as ex-officio member of all committees.

Section 3 – 1st

The 1st Vice President shall:

- a. Assume the responsibilities of the President when the President is absent or unable to serve

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- b. _____ Serve as Chairperson of the Fundraising Committee, and shall coordinate scheduling and oversee the fundraising activities of the organization;
- c. _____ Develop, in conjunction with the Treasurer, an annual budget in May for presentation to the general membership at the June meeting.
- d. _____ Oversee financial responsibilities of all individual student accounts and major trip accounts;
- e. _____ Serve as Chairperson of the Election Committee and oversee the election process each year; and
- f. _____ Submit in May of each year a calendar of fundraising activities for the next school year to the school board and High School Administration.

Section 4 – 2nd

The 2nd Vice President shall:

- a. _____ Serve as Chairperson of the Publicity Committee;
- b. _____ Be responsible for publicizing all Orchestra functions, and reporting of same to the community;
- c. _____ Be responsible for publication and distribution of the Orchestra Boosters Monthly Newsletter and special mailings, as needed;
- d. _____ Be a member of the Fanfare Committee, responsible for procuring all advertising and compilation of Fanfare Program; and
- e. _____ Be responsible for maintaining communication between the Middle School Orchestra parents, Orchestra Director and students.

Section 5 – Secretary

The Secretary shall:

- a. _____ Take all minutes of all executive and general membership meetings;
- b. _____ Be responsible for all Orchestra Booster correspondence;
- c. _____ Maintain the business/records file of the organization;
- d. _____ Be responsible for distributing copies of minutes for meetings, and making available, upon request, copies of minutes for school administrators;
- e. _____ Be responsible for compiling and distributing Orchestra Handbooks to new members of the Orchestra Program; and
- f. _____ Be responsible for maintaining the Orchestra Booster Mailing Database.

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Section 6 – Treasurer

The Treasurer shall:

- a. Have the responsibility for maintaining financial records for the organization;
- b. Receive and receipt all funds and make all distributions;
- c. Present financial reports at all General Membership Meetings;
- d. Work with the 1st Vice President to develop an annual budget in May to be presented at the June General Membership Meeting;
- e. Provide an annual financial statement;
- f. Prepare and submit the Michigan Annual Report to the proper state authority;
- g. Prepare the Federal Tax Return for the fiscal year ending June 30th. Present the completed Federal Tax Return to the incoming Treasurer for filing on or before November 15 following the fiscal year end of your term of office; and
- h. Submit a budget and financial summary to the High School Administration, per school district policy.

Section 7 – Director of Orchestra Program

The Director of the NHS Orchestra Program shall:

- a. Regularly inform the board of the progress and needs of the Orchestra Program;
- b. Submit an annual budget request to the Treasurer in April of each year for the following school year;
- c. Be the spokesperson for classroom needs and programs;
- d. Submit Orchestra rosters and an annual calendar; and
- e. Serve as Resident Agent for the NHS Orchestra Booster Non-Profit Corporation.

Section 8 – Past President

The Past President shall serve as a Board and Booster member to advise and maintain continuity from past year's activities and programs.

Section 9 – Members-at-Large

The Members-at-Large shall be committee chairpersons.

Section 10 – Alumni Representative

The Alumni Representative may be a past parent or student. The Alumni Representative shall act as a liaison between the Orchestra Boosters and the alumni parents and alumni Orchestra members to promote communication and involvement in the Orchestra Booster organization.

Section 11 – Student Representatives

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The Student Representatives shall promote communication and involvement among current Orchestra members.

**ARTICLE VII
Elections**

- A. A nominating committee shall be appointed by the President in March of each year, with general elections to take place at the May Orchestra Booster meeting each year.
- B. A March newsletter will have a call for nominations enabling all Orchestra Boosters to have the opportunity to be nominated for a board position. All nominations shall be submitted to the chairperson of the nominating committee.
- C. Nominations shall be submitted at the April General Membership Meeting and all recommendations for committee chairpersons. Nominations may be made from the floor at the May General Membership Meeting.
- D. The elected officers of the organization shall be President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.
- E. A majority of votes cast shall be necessary to elect an officer.
- F. Only members with current Orchestra students are eligible to participate in any elections.
- G. Election of officers shall be by written ballot with results counted by two Members-at-Large not seeking office.
- H. Elected officers may be held by a two person team acting as co-officers for any one position.
- I. The term of office shall be one year, commencing June 1st and ending May 30th the following year.
- J. To be considered for election to the board (with the exception of the Alumni seat), a Orchestra Booster must have a child in the NHS Orchestra Program at the time of election or will have a child in the NHS Orchestra Program in the succeeding school year.

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- K. Vacancies on the board will be filled by a vote of the remaining board members.

**ARTICLE VIII
Standing Committee**

Section 1 – Standing Committee

There shall be the following Standing Committees:

Concession Stand	Fundraising
Publicity	Special Events
Uniform	Banquet
Equipment/Pit	Band Camp
Chaperone	Festivals
Trip	

and such other committees as the executive board shall determine.

Section 2 – Concession Stand

The Concession Stand Committee Chairperson(s) shall be appointed by the President each year. This committee shall organize and operate the Orchestra Boosters Concession Stands during Fanfare, all District and State Festivals held at Novi High School, and at any other time as determined by the Board and school administration. The committee will be responsible for maintaining all Orchestra booster concession equipment.

Section 3 – Publicity

The Publicity Committee shall be chaired by the 2nd Vice President. This committee shall be responsible for advertising, including correspondence with the press and all other matters of publicity. The committee shall be responsible for publishing the Orchestra Booster monthly newsletter to keep members informed of Orchestra activities, accomplishments and to generate enthusiasm within the Orchestra and within the community.

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Section 4 – Uniform

The Uniform Committee Chairperson(s) shall be appointed by the President each year. This committee shall assist the Orchestra Director with distribution and maintenance of uniforms. The committee's responsibilities shall include fitting of Orchestra uniforms, maintenance and cleaning of uniforms 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.

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Section 5 – Equipment/Pit

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

Section 6 – Festivals

The Festivals Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for organizing and overseeing all facets of the District and State Orchestra Festivals when hosted by Novi High School.

Section 7 – Fundraising

The Fundraising Committee shall be chaired by the 1st Vice President. This committee shall be responsible for reviewing, recommending and planning fundraisers which will enable the students to earn funds for the Orchestra Booster's budget, as well as earning funds for their own individual student accounts. The committee shall oversee regularly established sales, as well as organize any special fundraisers necessary to meet the Orchestra Program's goals. This committee will work with the Treasurer in overseeing the individual student accounts.

Section 8 – Special Events

The Special Events Committee Chairperson(s) shall be appointed 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 – Banquet

The Banquet Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for organizing and planning the annual June Banquet.

Section 10 – Orchestra Camp

The Orchestra Camp Committee Chairperson(s) shall be appointed by the President each year. This committee shall be responsible for planning and operating all facets of the annual summer Orchestra camp, including registration, meals, and activities.

Section 11 – Chaperone

The Chaperone Committee Chairperson(s) shall be appointed by the President each year. This committee shall organize and oversee parents to serve as chaperones for Orchestra events where the Orchestra is required to

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travel. The committee shall provide refreshments, maintain first aid kits for chaperones, and present proper guidelines for the chaperone.

Section 12 – Trip

The Trip Committee Chairperson(s) shall be appointed by the President bi-annually. The committee shall be responsible to assist the Orchestra Director and designated travel agency in planning for transportation, lodging, meals, activities, and other matters that shall be necessary for Orchestra travel for the bi-annual trip, or any other specially designated trip as selected by the Orchestra Director and approved by the school board.

**ARTICLE IX
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 organizations shall generally be held the 2nd Tuesday of each calendar month.

Section 3 – Special Meetings

Special meetings may be called when deemed necessary by the executive board.

**ARTICLE X
Fiscal Year**

The fiscal year of the organization shall be July 1st through June 30th.

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

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ARTICLE XII
Amendment

The Bylaws may be amended by a two-thirds (2/3) majority of the Orchestra Boosters present and voting when necessary and with ample notification. Notification shall be considered to be a minimum of one (1) meeting in advance of the question being voted upon.

ARTICLE XIII
Individual Student Accounts

The main purpose for individual student accounts is to encourage the students to fundraise to help subsidize the bi-annual major trip that is taken by the NHS Orchestra. With the ever expanding growth of the NHS Orchestra Program, and small groups of Orchestra members, any smaller organized Orchestra group, attending out-of-state regional and world championship events, as well as the cost of Orchestra camp, the Orchestra Boosters realize that encouraging students to do additional fundraising to allow for subsidizing these extra events would also benefit the Orchestra as a whole. Therefore, individual student accounts may be used **only** for the following purposes:

- A. In order to subsidize any additional special trips or Orchestra fees, a student's individual account must maintain a standing balance of five hundred (\$500.00) dollars, or an amount to be amended by the executive board, to be used towards the bi-annual major trip.
- B. A senior in a non-major trip year may be exempt from the five hundred (\$500.00) dollar standing balance.
- C. Individual student accounts may not be used for private lessons, solo or ensemble fees, or any individual summer enrichment program. Individual student accounts may not be used by parents to pay chaperone fees for any trip.
- E. Individual student accounts for Orchestra 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 Booster's fiscal year (June 30th) 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*

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- ii. If no sibling will follow the student, any balance remaining shall be transferred to the Orchestra Booster's general fund after August 1st of the next school year.

**ARTICLE XIV
Miscellaneous**

- A. No Orchestra Booster property shall be loaned out to any individual or group without the prior approval of the executive board and Orchestra Director.
- B. Any expenditure not in the approved budget shall be subject to approval by the executive board before the expenditure is made.
- C. These revised and restated Constitution and Bylaws of the Novi High School Orchestra Boosters shall be effective upon approval.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 07 2020**

NOVI HIGH SCHOOL ORCHESTRA BOOSTERS
24062 TAFT RD
NOVI, MI 48375-3022

Employer Identification Number:
84-3328862
DLN:
26053514002650
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 03, 2019
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

NOVI HIGH SCHOOL ORCHESTRA BOOSTERS

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements



**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU**

Date Received
OCT 01 2019

AC1 (FOR BUREAU USE ONLY)

SEP 13 2019

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

TranInfo:1 23824748-1 09/12/19
Chk#: 1197 Amt: \$20.00
ID: JOANNA J VAN EIZENGA

Name Jim Van Eizenga		
Address 24062 Taft rd		
City Novi	State MI	ZIP Code 48375

EFFECTIVE DATE:

FILED

OCT 03 2019

ADMINISTRATOR
CORPORATIONS DIVISION

Document will be returned to the name and address you enter above.
If left blank, document will be returned to the registered office.

**ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)**

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

Novi High School Orchestra Boosters

ARTICLE II

The purpose or purposes for which the corporation is formed are:

The purpose of this organization shall be to support and encourage the Orchestra Program; to bring the Orchestra Program into community focus; to engage in such education and action as may enhance the quality and quantity of musical experience and character development; and to promote the school-community interaction and exchange to the benefit of all.

ARTICLE III

1. The corporation is formed upon a Nonstock basis.
(Stock or Nonstock)

2. If formed on a stock basis, the total number of shares the corporation has authority to issue is _____.

If the shares are or are to be divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class to the extent that the designations, numbers, relative rights, preferences, and limitations have been determined are as follows:

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this 3rd day of September, 2019

Karla Kennedy

[Signature]

Maria Mauer

Shuta Spozue
