

Amendment to Bylaws of

[insert name of affiliate organization]

The bylaws of Grandville Band Boosters [insert name of affiliate organization] are amended, effective February 8, 2010 [insert date], to adopt the following bylaws. The following bylaws shall supersede other provisions of the bylaws of the organization to the extent that the other provisions are inconsistent with the following bylaws.

Article IA Purpose and Dissolution

Section 1. *Purpose.* The organization is organized for educational, literary, and scientific purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (the “Code”), as amended, to support the educational, literary, and scientific activities (including extra-curricular activities) of the Grandville Public Schools.

The organization shall not carry on any activities other than activities permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Code, by an organization permitted to receive tax-deductible contributions under section 170(c)(2) of the Code, and (if the organization is a nonprofit corporation) by a nonprofit corporation organized under the Michigan Nonprofit Corporation Act, as amended.

The organization shall not carry on any activities involving propaganda or attempts to influence legislation; and the organization shall not participate or intervene in any political campaign of any candidate for public office.

None of the assets or net earnings of the organization shall inure to the benefit of the organization’s directors, officers, or other private individuals. However, this provision shall not limit the organization’s ability to distribute assets in furtherance of the organization’s purposes, to pay reasonable compensation for services rendered to the organization, or to reimburse expenses incurred on behalf of the organization.

Section 2. *Dissolution.* When the organization is dissolved, and after paying or making provision for payment of all liabilities of the organization, all remaining assets shall be distributed to the Grandville Public Schools (or one or more of the individual schools which are part of the Grandville Public School District) in such amounts as the members, in their discretion, may determine. If, at the time of the distribution, the Grandville Public Schools are no longer a governmental organization and are not an exempt organization under section 501(c)(3) of the Code, or to the extent that, for any reason, the members in their discretion determines that a distribution of assets to any of the schools is not appropriate, the remaining assets shall be distributed to one or more organizations organized and operated exclusively for one or more educational, literary, or scientific purposes under section 501(c)(3) of the Code in such amounts as the members, in their discretion, may determine.

Article IIA Affiliation with GPSO

Section 1. *Affiliation.* The organization shall be an affiliate of Grandville Parent Support Organizations (“GPSO”), a Michigan nonprofit corporation. The chief executive officer or the chief financial officer of the organization shall serve as a director of GPSO for as long as the officer holds that office in the organization.

Section 2. *General supervision control.* The organization shall be subject to the general supervision of GPSO.

Section 3. *Group exemption letter.* The organization shall authorize GPSO to include the organization in an application to the Internal Revenue Service for a group exemption letter. The authorization shall be a written authorization, signed by a duly authorized officer of the organization, and submitted to GPSO before the end of the 15th month after it has been formed.

Section 4. *Federal employer identification number.* The organization shall obtain its own Federal employer identification number, and shall use this number for all bank accounts and other financial matters.

Section 5. *Notice of change of name, address, etc.* The organization shall provide GPSO with a written statement of the organization’s name, street address, mailing address (if different from the street address), and Federal employer identification number, and shall provide GPSO with written notice of any change of name, address, or Federal employer identification number.

Article IIIA Directors and Officers

Section 1. *Number.* The organization shall have a board of directors consisting of at least three directors and officers consisting of at least a president, vice president, treasurer, and secretary.

(a) If the organization is a nonprofit corporation that is organized on a directorship basis, the board shall elect the directors and officers, the board may elect additional directors from time to time, and the board may elect additional officers from time to time.

(b) If the organization is an unincorporated association, or a nonprofit corporation that is organized on a membership basis,

(1) the members shall elect the directors, and the members may elect additional directors from time to time, and

(2) the board shall elect the officers, and the board may elect additional officers from time to time.

Section 2. *Qualifications.* All directors and officers must be members of the organization, unless the organization is a nonprofit corporation that is organized on a directorship basis and does not have members. All officers must be directors of the organization. A director may hold two or more offices at the same time, except the director who is the president may not hold any other office at the same time.

Section 3. *Nomination and election.* Candidates for election to the board may be nominated by any member at the annual meeting of the organization. Directors and officers shall be elected at the annual meeting of the organization.

Section 4. *Term of office.* Terms of office shall begin immediately after the elections at the annual meeting and shall continue until the next annual meeting and until the successor is elected and takes office.

Section 5. *President.* The president is the chief executive officer of the organization. The president has the general duty and authority to manage the affairs of the organization in accordance with the directives of the board, and shall preside at all meetings of the organization.

Section 6. *Vice president.* The vice president shall perform the duties and exercise the authority of the president in the absence or disability of the president. The vice president also has such other duties and authority, if any, as the board delegates to the vice president from time to time.

Section 7. *Treasurer.* The treasurer is the chief financial officer of the organization and has the duty and authority to manage the finances of the organization in accordance with the directives of the board. The treasurer shall keep books and records of all financial transactions of the organization. The treasurer shall prepare periodic financial statements as requested by the members and shall present a complete financial report at each annual meeting of the organization. The treasurer also has such other duties and authority, if any, as the board delegates to the treasurer from time to time.

Section 8. *Secretary.* The secretary shall keep minutes of the proceedings at all meetings of the organization and records of all other significant actions taken by the members. The secretary shall keep a register of the names, mailing addresses, and telephone numbers of the members (if any) and directors, and shall give notice of all meetings of the organization. The secretary also has such other duties and authority, if any, as the board delegates to the secretary from time to time.

Section 9. *Other officers.* Other officers, if any, have the duties and authority delegated to them by the board from time to time.

Section 10. *Vacancies.* The members or directors, as the case may be, shall fill a vacancy in any office for the remainder of the unexpired term of office by nomination and election at the next regular meeting of the organization or at a special meeting called for this purpose.

Section 11. *Resignation and removal.* A director or officer may resign from office at any time by giving written notice of resignation to the president or vice president. A director may be removed by the board (or the members, if the members have a right to vote on the election of directors), and an officer may be removed by the board, with or without cause, at a regular meeting or at a special meeting called for this purpose. In case of a regular meeting, however, the notice of the meeting must state that this is a purpose of the meeting.

Article IVA Meetings

Section 1. *Annual meetings.* The organization shall hold an annual meeting during September each year for the election of directors and officers and for the transaction of any other business that is properly presented at the meeting. Notice of the annual meeting must be given in writing to the members and directors at least 2 days [insert number] before the meeting.

Section 2. *Regular meetings.* The organization shall hold regular meetings from time to time during the academic year (September - May) as determined by the board. Notice of regular meetings must be given in writing to the members or directors, as the case may be, at least 2 days [insert number] before the meeting.

Section 3. *Special meetings.* The president, or any two directors, may call a special meeting of the members or directors at any time. Notice must be given in writing, or by telephone, to the members or directors, as the case may be, at least 1 days [insert number] before the meeting.

Section 4. *Location of meetings.* All meetings of the members and directors are to be held at Grandville High School - Band Room [insert location] unless a different location is specified in the notice of meeting. The president may specify a different location within the Grandville Public School District; and the board may specify a different location anywhere else.

Section 5. *Content of notice.* The notice of a meeting must specify the day, date, time, and location of the meeting. The notice of a special meeting must also state the purpose of the meeting. The notice of an annual or regular meeting need not state the purpose of the meeting.

Section 6. *Waiver of notice.* A meeting of the organization may be held at any time or place, without notice, if all members or directors, as the case may be, waive notice of the meeting. Attendance at a meeting is deemed to be a waiver of notice unless attendance is merely for the purpose of objecting to the lack of notice.

Section 7. *Quorum.* A majority of the members, or a minimum of 5 [insert number], whichever is less, is necessary and sufficient for a quorum at any meeting of the members. A majority of the directors is necessary and sufficient for a quorum at any meeting of the board. In either case, if less than a quorum is present at the meeting, a majority of those who are present may adjourn the meeting from time to time without further notice until a quorum is present.

Section 8. *Required vote.* Except as otherwise provided by law, the articles of incorporation (if any), or the bylaws, the affirmative vote of a majority of the members who are present and voting is necessary and sufficient to approve any matter submitted to the members for a vote, and the affirmative vote of a majority of the directors who are present and voting is necessary and sufficient for any action of the board.

- (a) If the organization is an unincorporated association, or a nonprofit corporation that is organized on a membership basis, the members have a right to vote on the election of directors and on any other matter that is properly presented for a vote at the meeting.
- (b) If the organization is a nonprofit corporation organized on a directorship basis, the members do not have a right to vote except on such matters, if any, as the board may submit to the members for a vote.

Section 9. *Proxies.* A member or director may vote only in person and not by proxy.

Article VA Financial Matters

Section 1. *Fiscal Year.* The fiscal year of the organization, for tax and financial accounting purposes, is to be the same as the fiscal year of GPSO. If GPSO changes its fiscal year, the organization shall change its fiscal to correspond.

Section 2. *Compensation and expenses of officers.* All directors and officers shall serve without compensation other than reimbursement of actual, reasonable and necessary expenses incurred on behalf of the organization or otherwise in their capacities as directors or officers. Directors and officers do not have any right to reimbursement of any expense in excess of \$ 200 [insert dollar amount; may be zero] incurred on behalf of the organization, or any expense otherwise incurred by in their capacities as directors or officers, unless the expense is approved in advance by the board.

Section 3. *Periodic financial reports and other information.* The organization shall provide periodic reports of fund-raising activities, receipts and disbursements, and assets and liabilities to GPSO. The reports shall be provided monthly, as requested by GPSO, and shall be provided in a form established by GPSO for this purpose. The organization shall also provide all other information about the organization's affairs at the request of GPSO for any appropriate purpose, and shall provide the information in the form requested by GPSO.

Section 4. *Tax liabilities and other expenses.* The organization shall provide GPSO with funds for the payment of sales, use, and other tax liabilities attributable to the organization at least three business days before the tax liabilities are due and payable. The organization shall indemnify GPSO for all loss and expense (including legal and accounting expenses) resulting from tax liabilities attributable to the organization. The organization shall also reimburse GPSO for a fair share of the operating expenses (if any) of GPSO as determined by the board of directors of GPSO.

End of Amendment

Grandville Band Boosters

[insert name of affiliate organization]

Conflict of Interest Policy

The purpose of this conflict of interest policy is to protect the organization's interest when it is contemplating a transaction or arrangement that might benefit the personal financial interest of a covered person or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace laws governing conflicts of interest applicable to nonprofit and charitable organizations. As used in this policy,

- (a) the term "*covered person*" means a director, officer, or member of a committee;
- (b) the term "*committee*" means a committee of the board of directors, but only a committee that has authority to take action on behalf of the board, and not a committee that is merely advisory to the board;
- (c) the term "*interested person*" means a covered person who has disclosed a financial interest in a proposed transaction or arrangement; and
- (d) the term "*financial interest*" includes indirect interests through business, investment, nonprofit, and family relationships.

1. *Duty to disclose.* A covered person who has any financial interest in a proposed transaction or arrangement must disclose the interest, and including all material facts and circumstances, to the board or to the committee that is considering the transaction or arrangement.

2. *Decision regarding further action.* After the disclosure, and after such further discussion with the interested person and investigation of the facts and circumstances as may be necessary or appropriate, the board or committee shall consider whether the organization can reasonably obtain a more advantageous transaction or arrangement that does not present a conflict of interest, and decide whether to pursue an alternative transaction or arrangement or whether to proceed with the proposed transaction or arrangement despite the conflict of interest. The interested person shall not participate in consideration of alternatives or the decision regarding further action.

3. *Violations.* If the board or a committee has reason to believe that a covered person has failed to disclose a financial interest in a proposed transaction or arrangement, the board or committee shall inform the person of the reason for the belief and provide the person with an opportunity to explain the alleged failure to disclose. After considering the explanation and making such further investigation as may be necessary or appropriate, if the board or committee determines that the person has failed to disclose a financial interest, the board or committee shall take appropriate disciplinary and corrective action.

4. *Records of proceedings.* The minutes of the board and all committees must include a record of all disclosures and related actions under this policy, including

- (a) the names of the persons who disclosed or otherwise were found to have a financial interest in a proposed transaction or arrangement, the nature of the financial interest, the discussions regarding the matter, including alternatives to the proposed transaction or arrangement, and the action taken in response, and
- (b) the names of the persons who were present for discussions and votes relating to the matter.

5. *Periodic reviews.* The board or a committee shall periodically review transactions and arrangements with directors and officers, and relationships with other organizations, to ensure that the transactions, arrangements, and relationships are consistent with the organization's tax-exempt purposes and do not jeopardize the organization's tax-exempt status.

 — President
Signature - Insert name & title

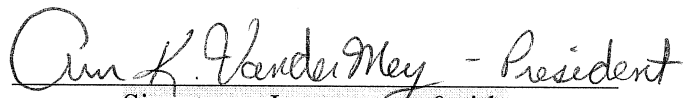
Grandville Band Boosters

[insert name of affiliate organization]

Whistleblower Policy

As representatives of the organization, directors, officers, employees (if any), and volunteers are expected to observe high standards of business and personal ethics, and to comply with all applicable laws and regulations. As used in this policy, “*person*” includes teachers, administrators, parents, and students, and “*ethics violation*” includes suspected violations, unless the context indicates otherwise.

1. *Reporting encouraged.* Any person who believes or suspects that an ethics violation has occurred is encouraged to report the matter to the president (or, if the matter involves the president, to the vice president).
2. *Retaliation prohibited.* Retaliation against any person who in good faith reports an ethics violation is prohibited. Any such retaliation is an ethics violation.
3. *Good faith.* Any person who reports an ethics violation should act in good faith and should have a reasonable basis for believing or suspecting that a violation has occurred. Any report made in bad faith, or without a reasonable basis, may be an ethics violation.
4. *Response.* The president (or vice president) shall bring the matter to the attention of the board of directors. The board shall investigate the matter and take further action if necessary or appropriate to resolve the matter.

 - President
Signature - Insert name & title

Grandville Band Boosters
[insert name of affiliate organization]

Document Retention and Destruction Policy

Under the Sarbanes-Oxley Act, it is a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding.

This policy provides for the systematic review, retention, and destruction of documents received or created by the organization in carrying on its activities. This policy applies to all such documents, regardless of physical form. It sets forth guidelines for how long various types of documents should be retained, and when and how they should be destroyed.

The purpose of the policy is to ensure compliance with applicable laws and regulations, to avoid the destruction of records by accident or mistake, and to facilitate the organization's operations by promoting efficiency and freeing up valuable storage space.

1. *Retention periods.* The normal retention periods for various types of documents are set forth below. Documents that are not specifically described, but are substantially similar to those set forth below, should be retained for a corresponding period.

Corporate Records

Articles of Incorporation	Permanent
Bylaws	Permanent
Board Policies	Permanent
Board Minutes and Resolutions	Permanent
Committee Minutes	Permanent
IRS Form 1023 Application	Permanent
IRS Determination Letter	Permanent

Accounting and Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS Form 990 Tax Returns	Permanent
Business Expense Records	7 years
IRS Form 1099 Tax Returns	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax Returns	7 years
IRS Form W-2 Wage and Tax Statements	7 years

Employee Records

Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years (after termination)
Accident Reports and Worker's Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years (after termination)
Time Cards	2 years

Other Records

Construction Documents	Permanent
Fixed Asset Records	Permanent
Appraisals	Permanent
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	7 years (after expiration)
Contracts	7 years (after termination)
Donor Records and Acknowledgement Letters	7 years
Grant Applications	5 years (after completion)
Correspondence (general)	3 years

2. *Electronic documents.* Electronic documents will be retained as if they were paper documents.

3. *Storage.* Documents will be stored in a safe, secure, and accessible location.

4. *Review and destruction.* The secretary shall review stored documents from time to time to (i) identify documents that have limited retention periods, (ii) determine whether the applicable retention period has expired, and (iii) make appropriate arrangements for destruction of documents that should no longer be retained.

5. *Legal proceedings.* If any lawsuit, administrative investigation, or other legal proceeding is commenced, or appears to be imminent, any document that may be relevant to the proceeding will be retained for the rest of the normal retention period or for one year after the proceeding is finally resolved, whichever period ends later.


Signature - Insert name & title

Certificate of Resolutions

I, Jody Hanson [insert secretary's name], the duly elected secretary of [insert affiliate organization's name], certify that a meeting of the ☐ members [or] ☒ board of directors was held on Feb. 8, 2010 [insert date of meeting] at Grandville High School [insert location of meeting], and the following resolutions were adopted at the meeting: Grandville
Band Boosters

RESOLVED that the affiliate bylaws presented for review and discussion at the meeting are adopted as an amendment to the bylaws of the organization as of February 8, 2010 [insert same date];
and further

RESOLVED that the (i) conflict of interest policy, (ii) whistleblower policy, and (iii) document retention and destruction policy, all as presented for review and discussion at the meeting, are adopted as policies of the organization as of February 8, 2010 [insert same date].

I further certify that these resolutions have not been modified or rescinded.

Date: February 8, 2010

Jody Hanson
*Type or print name under signature
Jody Hanson
Secretary

BYLAWS OF THE GRANDVILLE BAND BOOSTERS

Revised October 21, 2010

ARTICLE I PURPOSE AND DISSOLUTION

Section 1. Purpose. The organization is organized for educational, literary, and scientific purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (the "Code"), as amended, to support the educational, literary, and scientific activities (including extra-curricular activities) of the Grandville Public Schools.

- A. This organization will supplement the instrumental music program with materials, equipment and opportunities for the benefit of the students in the band program including:
 - a. Music
 - b. Instruments
 - c. Instruction
 - d. Uniforms and accessories
 - e. Scholarships
 - f. Trips
 - g. Student financial assistance

The organization shall not carry on any activities other than activities permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(2) of the Code, and (if the organization is a nonprofit corporation) by a nonprofit corporation organized under the Michigan Nonprofit Corporation Act, as amended.

None of the assets or net earnings of the organization shall inure to the benefit of the organization's directors, officers, or other private individuals. However, this provision shall not limit the organization's ability to distribute assets in furtherance of the organization's purposes, to pay reasonable compensation for services rendered to the organization, or to reimburse expenses incurred on behalf of the organization.

Section 2. Dissolution. When the organization is dissolved, and after paying or making provision for payment of all liabilities of the organization, the members shall distribute the assets of the organization as follows:

- A. If any assets are held on a condition that occurs as a result of the dissolution, the assets shall be distributed according to the terms of the condition.
- B. All remaining assets shall be distributed to the Grandville Public Schools (or one or more of the individual schools which are part of the Grandville Public School District) in such amounts as the members, in their discretion, may determine.

If there are no schools eligible, under the provisions of subparagraph (b) above, to receive a distribution of assets, or if for any reason the members in their discretion determine that a distribution of assets to any of the schools is not appropriate, the members shall distribute all of the remaining assets to one or more organizations organized and operated exclusively for one or more educational, literary, or scientific purposes under section 501(c)(3) of the Code in such amounts as the members, in their discretion, may determine.

ARTICLE II AFFILIATION WITH GPSO

Section 1. *Affiliation.* The organization shall be an affiliate of GPSO, a Michigan nonprofit corporation. The chief executive officer or the chief financial officer of the organization shall serve as a director of GPSO for as long as the officer holds that office in the organization.

Section 2. *General supervision control.* The organization shall be subject to the general supervision of GPSO.

Section 3. *Group exemption letter.* The organization shall authorize GPSO to include the organization in an application to the Internal Revenue Service for a group exemption letter. The authorization shall be written authorization, signed by a duly authorized officer of the organization, and submitted to GPSO before the end of the 15th month after it has been formed.

Section 4. *Federal taxpayer identification number.* The organization shall obtain its own Federal taxpayer identification number, and shall use this number for all bank accounts and other financial matters.

Section 5. *Notice of change of name, address, etc.* The organization shall provide GPSO with a written statement of the organization's name, street address, mailing address (if different from the street address, or Federal taxpayer identification number.

ARTICLE III MEETINGS

Section 1. *Annual meetings.* The organization shall hold an annual meeting during April or May each year for the election of officers and for the transaction of any other business properly presented at the meeting. Notice of the annual meeting shall be posted on the Grandville Band Booster and/or the Grandville Public School's website.

Section 2. *Regular meetings.* The organization shall hold regular meetings during the academic year (September – May) or deemed necessary. Notice of the regular meetings shall be posted on the Grandville Band Booster and/or the Grandville Public School's website.

Section 3. *Special meetings.* The president, or any two officers, may call a special meeting of the organization at any time. Notice shall be given via email to those who are registered as band booster members.

Section 4. *Location of meetings.* All meetings of the organization shall be held in the High School Band Room unless a different location is specified in the notice of meeting. The presiding officer of the organization may specify a different location within the Grandville Public School District; and the organization, by resolution of its members, may specify a different location anywhere else.

Section 5. *Content of notice.* The notice of a meeting must specify the day, date, time, and location of the meeting. The notice of a special meeting must also state the purpose of the meeting. The notice of an annual or regular meeting need not state the purpose of the meeting.

Section 6. *Waiver of notice.* A meeting of the organization may be held at any time or place, without notice, if all members waive notice of the meeting. Attendance at a meeting shall be deemed to be a waiver of notice unless attendance is merely for the purpose of objecting to the lack of notice.

Section 7. *Quorum.* A majority of the members, or a minimum of 5, whichever is less, shall constitute a quorum for transacting business at any meeting of the organization, but if less than a quorum is present at the meeting, a majority of those who are present may adjourn the meeting from time to time without further notice until a quorum is present.

Section 8. *Required vote.* Except as otherwise provided by law, the articles of the incorporation (if any), or the bylaws, all action by the organization requires the affirmative vote of a majority of the members who are present and voting.

Section 9. *Proxies.* A member may vote only in person and not by proxy.

ARTICLE IV OFFICERS

Section 1. *Number.* The organization shall have a president, vice-president, treasurer, secretary, and such other officers as the members may elect from time to time.

Section 2. *Qualifications.* An officer must be a parent or guardian of a student who is currently enrolled in the Grandville Band Program. A person may hold two or more offices at the same time, except the president, who may not hold any other office at the same time.

Section 3. *Nomination and election.* A nominating committee shall consist of members of the Executive Board and any interested parent(s) of currently enrolled band students. The nomination committee shall present a slate of officer candidates at the April meeting. The officers shall be elected by ballot at the regular meeting in May from the slate presented by the nomination committee or from nominations from the floor. A majority of votes cast is sufficient for election.

Section 4. *Term of office.* An officer's annual term of office shall begin at the end of the school year following the annual meeting at which he/she is elected and shall continue until the next annual meeting.

Section 5. *President.* The president shall be the chief executive officer of the organization and shall have the general duty and authority to manage the affairs of the organization in accordance with the directives of the members. The president shall conduct all meetings of the organization.

Section 6. *Past President.* The past and/or immediate past president shall work with the current officers in an advisory capacity to maintain continuity within the booster organization. The past and/or immediate past president shall have voting privileges and may conduct booster meeting as necessary.

Section 7. *Vice President.* The vice president shall perform the duties and exercise the authority of the president in the absence or disability of the president. The vice president shall also have such other duties and authority as the members may delegate to him from time to time.

Section 8. *Treasurer.* The treasurer shall be the chief financial officer of the organization and shall have the duty and authority to manage the finances of the organization in accordance with the directives of the members. The treasurer shall receive all income, and deposit the same in the name of the Grandville Band Boosters in such a bank as the Band Boosters approve. The treasurer shall keep an accurate account of all receipts. The treasurer shall prepare periodic financial statements as requested by the members and shall present a complete financial report at each annual meeting of the organization. The treasurer shall also have such other duties and authority as the members may delegate to him from time to time.

Section 9. *Secretary.* The secretary shall keep minutes of the proceedings at all meetings of the organization and records of all other significant actions taken by the members. The secretary shall also have such other duties and authorities as the members may delegate to him from time to time.

Section 10. *Other officers.* Other officers, if any, shall have the duties and authority delegated to them by the members from time to time.

Section 11. *Vacancies.* The members shall fill a vacancy in any office for the remainder of the term of office by nomination and election at the next regular meeting of the organization or at a special meeting called for this purpose.

Section 12. *Resignation and removal.* An officer may resign from office at any time by giving written notice of resignation to the president or vice president. An officer may be removed from office, with or without cause, by a vote of a majority of the members at a regular meeting or a special meeting called for this purpose. In this case, the notice of the meeting must state that this is the purpose of the meeting, and the notice must be given at least 5 days before the meeting via the Grandville Band Booster and/or the Grandville Public School website.

Section 13. *Director.* The director shall maintain a list of all band students (including the name, parent or guardian name, mailing address and phone numbers) that will be available to a band booster officer for the purpose of communication with students or parents.

ARTICLE V COMMITTEES

Section 1. *Executive committee.* The organization may establish an executive committee consisting of the president, vice president, treasurer, secretary, and musical directors as advisory members. The executive committee (if one is established) shall have all of the authority of the members between meetings of the organization, except that the executive committee may not:

- (a) adopt, amend, or repeal any provision of the articles of incorporation (if any) or bylaws,
- (b) elect or remove any officer or committee member of the organization,
- (c) amend or repeal any resolution or other action of the members,
- (d) approve grant proposals, or
- (e) authorize non-budgeted expenditures in excess of \$600.

Section 2. *Other committees.* The organization may establish other committees for any appropriate purpose from time to time by the vote of a majority of the members at a regular meeting or a special meeting called for this purpose.

ARTICLE VI FINANCIAL MATTERS

Section 1. *Fiscal Year.* The fiscal year of the organization, for tax and financial accounting purposes, shall be the same as the fiscal year of GPSO. If GPSO changes its fiscal year, the organization shall change its fiscal to correspond.

Section 2. *Compensation and expenses of officers.* All officers shall serve without compensation other than reimbursement of actual, reasonable and necessary expenses incurred on behalf of the organization or otherwise in their capacities as officers. However, expenses in excess of \$0 incurred on behalf of the organization, and all expenses otherwise incurred by an officer in his capacity as an officer, may be reimbursed only after they have been approved by the affirmative vote of a majority of members entitled to vote, not including the officer to be reimbursed, at a regular meeting or a special meeting called for this purpose; and if the vote is taken after the expenses have been incurred, the members may, in their discretion, vote to deny reimbursement, even though the expenses have already been incurred.

Section 3. *Budgets and grant proposals.* All budgets and grant proposals must be approved by the affirmative vote of a majority of the members entitled to vote at a regular meeting or a special meeting called for this purpose. An annual budget must be presented at the November meeting for the year (November – October).

Section 4. *Periodic financial reports and other information.* The organization shall provide monthly reports as requested by GPSO, and shall be provided in a form established by GPSO for this purpose. The organization shall also provide all other information about the organization's affairs at the request of GPSO for any appropriate purpose, and shall provide the information in the form requested by GPSO.

Section 5. *Tax liabilities and other expenses.* The organization shall provide GPSO with funds for the payment of sales, use, and other tax liabilities attributable to the organization at least three business days before the tax liabilities are due and payable. The organization shall indemnify GPSO for all loss and expense (including legal and accounting expenses) resulting from tax liabilities attributable to the organization. The organization shall also reimburse GPSO for a fair share of the operating expenses (if any) of GPSO as determined by the board of directors of GPSO.

Section 6. *Student Accounts.* The organization will maintain an account (Student Accounts) for each band student wishing to participate. The individual accounts can be used for the purposes listed in the Student Account Guidelines. (Attachment A). The accounts cannot be used for Uniform Deposits, as they are refunded when a student leaves the band program or graduates.

ARTICLE VII AMENDMENT OF BYLAWS

The bylaws may be amended only by the affirmative vote of a majority of the members entitled to vote at a regular meeting or a special meeting called for this purpose. In this case, the notice of the meeting must state that this is the purpose of the meeting, the notice must describe the purposed amendment, and the notice must be given at least 5 days before the meeting.

ARTICLE VIII NOTICE

All written notices required or permitted to be given to a member may be given by mail, posting, publication, or any other manner intended to ensure receipt under the circumstances.

Bylaws of the Grandville Band Boosters

Objective:

The objective of this organization is to promote interest in instrumental music, to provide support for the Grandville School Instrumental Music Program, to foster its objectives and to assist with its projects.

Rules and Regulations:

Article 1: Name and Object

- Section 1 The name of this organization shall be the Grandville Band Boosters. This association shall be an independent and separate organization not a part of or affiliated with any other organization connected with the Grandville schools. The Grandville Band Boosters will be a non-profit organization
- Section 2. The purpose of this organization is to supplement the instrumental music program with materials, equipment and opportunities for the benefit of the students in the program including:
- a. Music
 - b. Instruments
 - c. Instruction (see Article 4, Sec 8)
 - d. Uniforms and accessories
 - e. Scholarships & Awards
 - f. Trips
 - g. Student financial assistance- with director recommendation, maintaining confidentiality.
- Section 3. If at any time this organization shall be dissolved, no part of its funds or property shall be distributed to or among its members. After payment of all indebtedness of the organization, its surplus funds and properties shall be placed in the Band Activity Fund of the Grandville Public Schools

Article 2: Membership

- Section 1. The active membership of the organization shall consist of the parents, guardians and friends of Grandville Public Schools pupils who are enrolled in the instrumental music program. Only parents of current band students may serve as committee chair persons.

Article 3: Executive Board

- Section 1: The Executive Board shall consist of the officers of the organization and the chairpersons of standing committees as voting members and the musical directors as advisory members.
- Section 2. The Executive Board shall fill all vacancies on the Board.
- Section 3. A majority of members of the Executive Board shall constitute a quorum at an Executive Board meeting.
- Section 4. The Executive Board shall have the power to act on the behalf of the organization with its financial limit set at \$500.00. If the Board finds it necessary to exceed this limit, a special meeting will be called.

Article 4: Officers

- Section 1. The officers of the organization shall be a President, Vice-President, Secretary and Treasurer.
- Section 2. The nominating committee shall consist of members of the Executive Board and any interested parent(s) of currently enrolled band students. The nominating committee shall present a slate of officer candidates at the April meeting.
- Section 3. The officers shall be elected by ballot at the regular meeting in May from the slate presented by the nominating committee or from nominations from the floor. A majority of votes cast is sufficient for election. The Vice-President, Secretary and Treasurer shall be elected for a term of two years and the President shall not serve for more than two consecutive one- year terms.
- Section 4. The newly elected officers shall be introduced at the May meeting and will take office at the close of the school year in June.

- Section 5. The president shall preside at all the regular and executive board meetings and shall perform such duties as custom and parliamentary procedure require. The president shall appoint the chair-person of all standing committees except as otherwise provided by the Bylaws, subject to the approval of the Executive Board.
- Section 6. The Vice-President shall assist the President and shall, during the President's absence, inability to serve or at the President's request, preside at the meetings. In the event the office of President becomes vacant, the Vice-President shall become President for the unexpired portion of the term.
- Section 7. The Secretary shall keep an accurate record of the meetings of this organization and send out notices and carry on all correspondence requested by the President. The Secretary will have copies of the minutes distributed to all members of the Executive Board and members attending the regular monthly meetings. Copies of the minutes shall be sent to the Executive Board, Superintendent and building principals no later than the next general membership meeting.
- Section 8. The Treasurer shall receive all income and deposit the same in the name of the Grandville Band Boosters in such a bank as the Band Boosters approves. The Treasurer shall keep an accurate record of receipts. Monies requested for expenditures shall be made in writing and then approved by the Band Boosters Treasurer and President. Checks shall be written by the Band Boosters Treasurer and approved by the President. Any expenditure in excess of \$500.00 shall require a vote of the general membership and/or Executive Board. The Band Boosters checking account booklet shall bear the names of the Band Boosters President, Treasurer and the head band director. The Treasurer shall present a monthly report to the general membership with copies also going to the Executive Board. The Treasurer shall turn over the books to an independent auditor including the general fund and the student accounts records no later than 10 days after the last day of school in June of each year. Records of the audit will be filed.

A yearly budget meeting of the Executive Board shall be held no later than July 1 in order to facilitate planning for the coming school year. Following this meeting, a budget will be drawn up and fundraising goals will be set to help fund identified requests and any other perceived needs of the Band Boosters.

Regarding Additional Instruction: Band Boosters will establish two gift funds to be held by the Grandville Public Schools to help pay for auxiliary instructors. Directors will request funds as needed for instruction by contacting the Grandville Public Schools business office and going through established district channels. In this way instructors will be pre-screened and covered by insurance at district expense rather than at the expense and liability risk of the Band Boosters.

Article 5: Meetings

- Section 1: The regular meetings of this organization shall be held on the third Tuesday of each month throughout the school year.
- Section 2: The regular meetings shall start promptly at 7:00 p.m.
- Section 3: Special meetings may be called by the President. An attempt will be made to notify the membership of the organization.

Article 6: Standing Committees

- Section 1: There shall be the following standing committees: Ways and Means, Publicity and other committees as the Executive Board shall find necessary.
- Section 2: The Ways and Means committee, chaired by the Vice-President, shall submit their plans for raising funds for the approval of the Board.
- Section 3: The Publicity Committee shall publicize the activities of the organization.

Article 7: Quorum

Section 1: The majority of the members present at a regular meeting shall constitute a quorum.

Article 8: Authority

Section 1: The rules contained in "Robert's Rules of Order, Revised" shall govern this organization in all rules to which they are applicable and in which they do not conflict with the rules of the organization.

Article 9: Amendments

Section 1: Any proposed amendment must be presented in writing and read, at least one regular meeting prior to the time when action is to be taken. These Bylaws may be amended at any regular meeting by a two-thirds majority vote of the membership.

Revised and Approved: May 16, 2000

GRANDVILLE PARENT SUPPORT ORGANIZATIONS

AFFILIATION SURVEY

Official Name of Your Organization Grandville Band Boosters

Official Address 3535 Wilson Ave. SW
Grandville, MI 49418

Is your organization incorporated as a nonprofit organization? ____yes ☒no
If "yes", please provide a copy of articles of incorporation.

Does your organization have by-laws? ☒yes ____no
If "yes", please provide a copy.

Does your organization have its own Federal Tax Identification Number? ____yes ☒no
If "yes", please provide number _____

ORGANIZATION OFFICERS:

PRESIDENT

Name Lee L. Rice
Address 3767 Basswood Dr.
Grandville, MI 49418
Phone (616) 538-9147

TREASURER

Name Scott Johnson
Address 3881 Shorewood Ct.
Grandville, MI 49418
Phone (616) 534-8247

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, certain individuals, and others. See instructions.)

EIN

OMB No. 1545-0003
Expires 12-31-96

Please type or print clearly.

1 Name of applicant (Legal name) (See instructions.) Grandville Band Boosters	
2 Trade name of business, if different from name in line 1 n/a	3 Executor, trustee, "care of" name n/a
4a Mailing address (street address) (room, apt., or suite no.) 3535 Wilson S.W.	5a Business address, if different from address in lines 4a and 4b n/a
4b City, state, and ZIP code Grandville, MI 49418	5b City, state, and ZIP code n/a
6 County and state where principal business is located Kent County, Michigan	
7 Name of principal officer, general partner, grantor, owner, or trustee—SSN required (See instructions.) Lee L. Rice	

8a Type of entity (Check only one box.) (See instructions.)

<input type="checkbox"/> Sole Proprietor (SSN)	<input type="checkbox"/> Estate (SSN of decedent)	<input type="checkbox"/> Trust
<input type="checkbox"/> REMIC	<input type="checkbox"/> Plan administrator-SSN	<input type="checkbox"/> Partnership
<input type="checkbox"/> State/local government	<input type="checkbox"/> Personal service corp.	<input type="checkbox"/> Other corporation (specify) _____
<input type="checkbox"/> National guard	<input type="checkbox"/> Federal government/military	<input type="checkbox"/> Church or church controlled organization
<input checked="" type="checkbox"/> Other nonprofit organization (specify) educational (enter GEN if applicable) _____		
<input type="checkbox"/> Other (specify) _____		

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State	Foreign country
	n/a

9 Reason for applying (Check only one box.)

<input type="checkbox"/> Started new business (specify) _____	<input type="checkbox"/> Changed type of organization (specify) _____
<input type="checkbox"/> Hired employees	<input type="checkbox"/> Purchased going business
<input type="checkbox"/> Created a pension plan (specify type) _____	<input type="checkbox"/> Created a trust (specify) _____
<input type="checkbox"/> Banking purpose (specify) _____	<input checked="" type="checkbox"/> Other (specify) nonprofit tax-exempt organization

10 Date business started or acquired (Mo., day, year) (See instructions.)

11 Enter closing month of accounting year. (See instructions.)
June

12 First date wages or annuities were paid or will be paid (Mo., day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (Mo., day, year) _____ **n/a**

13 Enter highest number of employees expected in the next 12 months. Note: If the applicant does not expect to have any employees during the period, enter "0."

Nonagricultural	Agricultural	Household
0	0	0

14 Principal activity (See instructions.) **educational -- parent/booster activities to support public schools**

15 Is the principal business activity manufacturing? ☐ Yes ☒ No

If "Yes," principal product and raw material used _____

16 To whom are most of the products or services sold? Please check the appropriate box.

<input type="checkbox"/> Public (retail)	<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Business (wholesale)	<input checked="" type="checkbox"/> N/A
--	--	---	---

17a Has the applicant ever applied for an identification number for this or any other business? ☐ Yes ☒ No

Note: If "Yes," please complete lines 17b and 17c.

17b If you checked the "Yes" box in line 17a, give applicant's legal name and trade name, if different than name shown on prior application.

Legal name **n/a**

Trade name **n/a**

17c Enter approximate date, city, and state where the application was filed and the previous employer identification number if known.

Approximate date when filed (Mo., day, year) **n/a** City and state where filed **n/a**

Previous EIN

n/a

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief it is true, correct, and complete.

Business telephone number (include area code)

✓ Name and title (Please type or print clearly.) **Lee L. Rice**

✓ (616) 538-9147

✓ Signature 

Date **✓ 10/9/96**

Note: Do not write below this line. For official use only.

Please leave blank	Geo.	Ind.	Class	Size	Reason for applying
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**Power of Attorney
and Declaration of Representative**

► For Paperwork Reduction and Privacy Act Notice, see the instructions.

OMB No. 1545-0150

For IRS Use Only

Received by:

Name _____

Telephone () _____

Function _____

Date / /

Part I Power of Attorney (Please type or print.)

1 Taxpayer Information (Taxpayer(s) must sign and date this form on page 2, line 9.)

Taxpayer name(s) and address

Grandville Band Boosters
3535 Wilson S.W.
Grandville, MI 49418

Social security number(s)

Employer identification
number

Daytime telephone number
() _____

Plan number (if applicable)

hereby appoint(s) the following representative(s) as attorney(s)-in-fact:

2 Representative(s) (Representative(s) must sign and date this form on page 2, Part II.)

Name and address Jeffrey A DeVree
Mika Meyers Beckett & Jones PLC
200 Ottawa Ave NW Suite 700
Grand Rapids MI 49503-2421

CAF No. 3205-03091r

Telephone No. (616) 459-3200

Fax No. (616) 459-8065

Check if new: Address ☐ Telephone No. ☐

Name and address

CAF No. _____

Telephone No. () _____

Fax No. () _____

Check if new: Address ☐ Telephone No. ☐

Name and address

CAF No. _____

Telephone No. () _____

Fax No. () _____

Check if new: Address ☐ Telephone No. ☐

to represent the taxpayer(s) before the Internal Revenue Service for the following tax matters:

3 Tax Matters

Type of Tax (Income, Employment, Excise, etc.)	Tax Form Number (1040, 941, 720, etc.)	Year(s) or Period(s)
All taxes	SS-4	10/17

4 Specific Use Not Recorded on Centralized Authorization File (CAF).—If the power of attorney is for a specific use not recorded on CAF, check this box. (See Line 4—Specific uses not recorded on CAF on page 3.) ☐

5 Acts Authorized.—The representatives are authorized to receive and inspect confidential tax information and to perform any and all acts that I (we) can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The authority does not include the power to receive refund checks (see line 6 below), the power to substitute another representative unless specifically added below, or the power to sign certain returns (see Line 5—Acts authorized on page 4).

List any specific additions or deletions to the acts otherwise authorized in this power of attorney: _____

Note: In general, an unenrolled preparer of tax returns cannot sign any document for a taxpayer. See Revenue Procedure 81-38, printed as Pub. 470, for more information.


Note: The tax matters partner/person of a partnership or S corporation is not permitted to authorize representatives to perform certain acts. See the instructions for more information.

6 Receipt of Refund Checks.—If you want to authorize a representative named on line 2 to receive, **BUT NOT TO ENDORSE OR CASH**, refund checks, initial here _____ and list the name of that representative below.

Name of representative to receive refund check(s) ► _____

- 7 Notices and Communications.**—Original notices and other written communications will be sent to you and a copy to the first representative listed on line 2 unless you check one or more of the boxes below.
- a** If you want the first representative listed on line 2 to receive the original, and yourself a copy, of such notices or communications, check this box ☐
- b** If you also want the second representative listed to receive a copy of such notices and communications, check this box ☐
- c** If you do not want any notices or communications sent to your representative, check this box ☐
- 8 Retention/Revocation of Prior Power(s) of Attorney.**—The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same tax matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here. ☐
- YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.**
- 9 Signature of Taxpayer(s).**—If a tax matter concerns a joint return, both husband and wife must sign if joint representation is requested, otherwise, see the instructions. If signed by a corporate officer, partner, guardian, tax matters partner/person, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

► IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED.

✓  Signature ✓ 10/9/96 Date ✓ Chairman President Title (if applicable)

✓ Lee L. Rice Print Name

Signature

Date

Title (if applicable)

Print Name

Part II Declaration of Representative

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Treasury Department Circular No. 230 (31 CFR, Part 10), as amended, concerning the practice of attorneys, certified public accountants, enrolled agents, enrolled actuaries, and others;
- I am authorized to represent the taxpayer(s) identified in Part I for the tax matter(s) specified there; and
- I am one of the following:
 - a** Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b** Certified Public Accountant—duly qualified to practice as a certified public accountant in the jurisdiction shown below.
 - c** Enrolled Agent—enrolled as an agent under the requirements of Treasury Department Circular No. 230.
 - d** Officer—a bona fide officer of the taxpayer's organization.
 - e** Full-Time Employee—a full-time employee of the taxpayer.
 - f** Family Member—a member of the taxpayer's immediate family (i.e., spouse, parent, child, brother, or sister).
 - g** Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Service is limited by section 10.3(d)(1) of Treasury Department Circular No. 230).
 - h** Unenrolled Return Preparer—an unenrolled return preparer under section 10.7(a)(7) of Treasury Department Circular No. 230.

► IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED.

Designation—Insert above letter (a–h)	Jurisdiction (state) or Enrollment Card No.	Signature	Date
a	Michigan		

GRANDVILLE PARENT SUPPORT ORGANIZATIONS

AFFILIATION SURVEY

Official Name of Your Organization Grandville Band BoostersOfficial Address 3535 Wilson Ave. SW
Grandville, MI 49418Is your organization incorporated as a nonprofit organization? ☐ yes ☒ no
If "yes", please provide a copy of articles of incorporation.Does your organization have by-laws? ☒ yes ☐ no
If "yes", please provide a copy.Does your organization have its own Federal Tax Identification Number? ☐ yes ☒ no
If "yes", please provide number _____

ORGANIZATION OFFICERS:

PRESIDENT

Name Lee L. Rice
Address 3767 Basswood Dr.
Grandville, MI 49418
Phone (616) 538-9147

TREASURER

Name Scott Johnson
Address 3881 Shrewood Ct.
Grandville, MI 49418
Phone (616) 534-8247

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, certain individuals, and others. See instructions.)

EIN

OMB No. 1545-0003
Expires 12-31-96

Please type or print clearly.

1 Name of applicant (Legal name) (See instructions.) <u>Grandville Band Boosters</u>			
2 Trade name of business, if different from name in line 1 <u>n/a</u>		3 Executor, trustee, "care of" name <u>n/a</u>	
4a Mailing address (street address) (room, apt., or suite no.) <u>3535 Wilson S.W.</u>		5a Business address, if different from address in lines 4a and 4b <u>n/a</u>	
4b City, state, and ZIP code <u>Grandville, MI 49418</u>		5b City, state, and ZIP code <u>n/a</u>	
6 County and state where principal business is located <u>Kent County, Michigan</u>			
7 Name of principal officer, general partner, grantor, owner, or trustor—SSN required (See instructions.) <u>Lee L. Rice</u>			
8a Type of entity (Check only one box.) (See instructions.) <input type="checkbox"/> Sole Proprietor (SSN) _____ <input type="checkbox"/> REMIC _____ <input type="checkbox"/> State/local government _____ <input checked="" type="checkbox"/> Other nonprofit organization (specify) <u>educational</u> <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator-SSN _____ <input type="checkbox"/> Other corporation (specify) _____ <input type="checkbox"/> Federal government/military _____ <input type="checkbox"/> Trust _____ <input type="checkbox"/> Partnership _____ <input type="checkbox"/> Farmers' cooperative _____ <input type="checkbox"/> Church or church controlled organization _____			
8b If a corporation, name the state or foreign country (if applicable) where incorporated _____		State _____ Foreign country <u>n/a</u>	
9 Reason for applying (Check only one box.) <input type="checkbox"/> Started new business (specify) _____ <input type="checkbox"/> Hired employees _____ <input type="checkbox"/> Created a pension plan (specify type) _____ <input type="checkbox"/> Banking purpose (specify) _____ <input type="checkbox"/> Changed type of organization (specify) _____ <input type="checkbox"/> Purchased going business _____ <input type="checkbox"/> Created a trust (specify) _____ <input checked="" type="checkbox"/> Other (specify) <u>nonprofit tax-exempt organization</u>			
10 Date business started or acquired (Mo., day, year) (See instructions.)		11 Enter closing month of accounting year. (See instructions.) <u>June</u>	
12 First date wages or annuities were paid or will be paid (Mo., day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (Mo., day, year) _____ <u>n/a</u>			
13 Enter highest number of employees expected in the next 12 months. Note: If the applicant does not expect to have any employees during the period, enter "0."		Nonagricultural	Agricultural
		<u>0</u>	<u>0</u>
14 Principal activity (See instructions.) <u>educational -- parent/booster activities to support public schools</u>			
15 Is the principal business activity manufacturing? _____ If "Yes," principal product and raw material used _____ <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
16 To whom are most of the products or services sold? Please check the appropriate box. <input type="checkbox"/> Public (retail) _____ <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Business (wholesale) _____ <input checked="" type="checkbox"/> N/A			
17a Has the applicant ever applied for an identification number for this or any other business? _____ Note: If "Yes," please complete lines 17b and 17c. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17b If you checked the "Yes" box in line 17a, give applicant's legal name and trade name, if different than name shown on prior application. Legal name <u>n/a</u> Trade name <u>n/a</u>			
17c Enter approximate date, city, and state where the application was filed and the previous employer identification number if known. Approximate date when filed (Mo., day, year) _____ City and state where filed _____ Previous EIN _____ <u>n/a</u> <u>N/A</u> <u>n/a</u>			
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief it is true, correct, and complete.			
Name and title (Please type or print clearly.) <u>Lee L. Rice</u>		<u>✓(616)538-9147</u>	
Signature <u>[Signature]</u>		Date <u>✓ 10/9/96</u>	
Note: Do not write below this line. For official use only.			
Please leave blank		Geo.	Ind.
Class		Size	Reason for apportioning

**Power of Attorney
and Declaration of Representative**

► For Paperwork Reduction and Privacy Act Notice, see the instructions.

OMB No. 1545-0150

For IRS Use Only

Received by:

Name _____

Telephone () _____

Function _____

Date / /

Part I Power of Attorney (Please type or print.)

Taxpayer Information (Taxpayer(s) must sign and date this form on page 2, line 9.)

Taxpayer name(s) and address

Grandville Band Boosters
3535 Wilson S.W.
Grandville, MI 49418

Social security number(s)

Employer identification
number

Daytime telephone number
()

Plan number (if applicable)

I hereby appoint(s) the following representative(s) as attorney(s)-in-fact:

2 Representative(s) (Representative(s) must sign and date this form on page 2, Part II.)

Name and address Jeffrey A DeVree
Mika Meyers Beckett & Jones PLC
200 Ottawa Ave NW Suite 700
Grand Rapids MI 49503-2421

CAF No. 3205-03091r

Telephone No. (616) 459-3200

Fax No. (616) 459-8065

Check if new: Address ☐ Telephone No. ☐

Name and address

CAF No. _____

Telephone No. () _____

Fax No. () _____

Check if new: Address ☐ Telephone No. ☐

Name and address

CAF No. _____

Telephone No. () _____

Fax No. () _____

Check if new: Address ☐ Telephone No. ☐

I to represent the taxpayer(s) before the Internal Revenue Service for the following tax matters:

3 Tax Matters

of Tax (Income, Employment, Excise, etc.)	Tax Form Number (1040, 941, 720, etc.)	Year(s) or Period(s)
All taxes	SS-4	10/17

4 Specific Use Not Recorded on Centralized Authorization File (CAF).—If the power of attorney is for a specific use not recorded on CAF, check this box. (See Line 4—Specific uses not recorded on CAF on page 3.) ► ☐

5 Acts Authorized.—The representatives are authorized to receive and inspect confidential tax information and to perform any and all acts that I (we) can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The authority does not include the power to receive refund checks (see line 6 below), the power to substitute another representative unless specifically added below, or the power to sign certain returns (see Line 5—Acts authorized on page 4).

List any specific additions or deletions to the acts otherwise authorized in this power of attorney: _____

Note: In general, an unenrolled preparer of tax returns cannot sign any document for a taxpayer. See Revenue Procedure 81-38, printed as Pub. 470, for more information.

Note: The tax matters partner/person of a partnership or S corporation is not permitted to authorize representatives to perform certain acts. See the instructions for more information.

6 Receipt of Refund Checks.—If you want to authorize a representative named on line 2 to receive, **BUT NOT TO ENDORSE OR CASH**, refund checks, initial here _____ and list the name of that representative below.

Name of representative to receive refund check(s) ►

7 Notices and Communications.—Original notices and other written communications will be sent to you and a copy to the first representative listed on line 2 unless you check one or more of the boxes below.

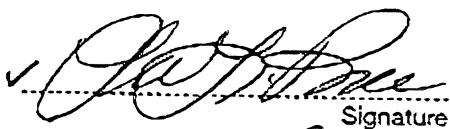
- a If you want the first representative listed on line 2 to receive the original, and yourself a copy, of such notices or communications, check this box ☐
- b If you also want the second representative listed to receive a copy of such notices and communications, check this box ☐
- c If you do not want any notices or communications sent to your representative, check this box ☐

8 Retention/Revocation of Prior Power(s) of Attorney.—The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same tax matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here. ☐

YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.

9 Signature of Taxpayer(s).—If a tax matter concerns a joint return, both husband and wife must sign if joint representation is requested, otherwise, see the instructions. If signed by a corporate officer, partner, guardian, tax matters partner/person, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

▶ IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED.

✓ 
Signature

✓ 10/19/96
Date

✓ Chairman
President
Title (if applicable)

✓ Lee L. Rice
Print Name

Signature

Date

Title (if applicable)

Print Name

Part II Declaration of Representative

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Treasury Department Circular No. 230 (31 CFR, Part 10), as amended, concerning the practice of attorneys, certified public accountants, enrolled agents, enrolled actuaries, and others;
- I am authorized to represent the taxpayer(s) identified in Part I for the tax matter(s) specified there; and
- I am one of the following:
 - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b Certified Public Accountant—duly qualified to practice as a certified public accountant in the jurisdiction shown below.
 - c Enrolled Agent—enrolled as an agent under the requirements of Treasury Department Circular No. 230.
 - d Officer—a bona fide officer of the taxpayer's organization.
 - e Full-Time Employee—a full-time employee of the taxpayer.
 - f Family Member—a member of the taxpayer's immediate family (i.e., spouse, parent, child, brother, or sister).
 - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Service is limited by section 10.3(d)(1) of Treasury Department Circular No. 230).
 - h Unenrolled Return Preparer—an unenrolled return preparer under section 10.7(a)(7) of Treasury Department Circular No. 230.

▶ IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED.

Designation—insert above letter (a–h)	Jurisdiction (state) or Enrollment Card No.	Signature	Date
a	Michigan		

MIKA, MEYERS, BECKETT & JONES, P.L.C.

200 Ottawa Avenue NW Suite 700
Grand Rapids Michigan 49503-2421
Telephone 616-459-3200
Fax 616-459-8065

FAX COVER PAGE

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TO:
Internal Revenue Service
Tele-TIN Unit
Cincinnati, Ohio

FAX:
606-292-5760

FROM: Jeff DeVree

DATE: October 11, 1996

TIME: 5:42 pm

RE: Grandville Band Boosters

DOCUMENTS SENT: Form SS-4 and Form 2848

TOTAL NUMBER OF PAGES SENT (including cover page): 4

MESSAGE: I am sending Form SS-4 for Grandville Band Boosters, and Form 2848 authorizing me to represent the taxpayer in this matter.

Please assign a TIN to the taxpayer, and then call me at 616-459-3200 to let me know. Thank you.

If fax is illegible or incomplete, please call Cheryl Calkins at 616-459-3200 x274.

C/M No: 26944-16080

10/21/96 TIN 38-3315 767

Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, certain individuals, and others. See instructions.)

EIN

OMB No. 1545-0003
Expires 12-31-96

Please type or print clearly.

1 Name of applicant (Legal name) (See instructions.)

Grandville Band Boosters

2 Trade name of business, if different from name in line 1

n/a

3 Executor, trustee, "care of" name

n/a

4a Mailing address (street address) (room, apt., or suite no.)

3535 Wilson S.W.

5a Business address, if different from address in lines 4a and 4b

n/a

4b City, state, and ZIP code

Grandville, MI 49418

5b City, state, and ZIP code

n/a

6 County and state where principal business is located

Kent County, Michigan

7 Name of principal officer, general partner, grantor, owner, or trustor—SSN required (See instructions.)

Lee L. Rice

8a Type of entity (Check only one box.) (See instructions.)

☐ Sole Proprietor (SSN)

☐ Estate (SSN of decedent)

☐ Trust

☐ REMIC

☐ Personal service corp.

☐ Plan administrator-SSN

☐ Partnership

☐ State/local government

☐ National guard

☐ Other corporation (specify)

☐ Farmers' cooperative

☒ Other nonprofit organization (specify) educational

☐ Federal government/military

☐ Church or church controlled organization

☐ Other (specify)

(enter GEN if applicable)

8b If a corporation, name the state or foreign country (if applicable) where incorporated

State

Foreign country

n/a

9 Reason for applying (Check only one box.)

☐ Started new business (specify)

☐ Changed type of organization (specify)

☐ Hired employees

☐ Purchased going business

☐ Created a pension plan (specify type)

☐ Created a trust (specify)

☐ Banking purpose (specify)

☒ Other (specify) nonprofit tax-exempt organization

10 Date business started or acquired (Mo., day, year) (See instructions.)

11 Enter closing month of accounting year. (See instructions.)

June

12 First date wages or annuities were paid or will be paid (Mo., day, year). Note: If applicant is a withholding agent, enter date income will first be paid to nonresident alien. (Mo., day, year)

n/a

13 Enter highest number of employees expected in the next 12 months. Note: If the applicant does not expect to have any employees during the period, enter "0."

Nonagricultural

Agricultural

Household

0

0

0

14 Principal activity (See instructions.)

educational -- parent/booster activities to support public schools

15 Is the principal business activity manufacturing? If "Yes," principal product and raw material used

☐ Yes

☒ No

16 To whom are most of the products or services sold? Please check the appropriate box.

☐ Public (retail)

☐ Other (specify)

☐ Business (wholesale)

☒ N/A

17a Has the applicant ever applied for an identification number for this or any other business?

☐ Yes

☒ No

Note: If "Yes," please complete lines 17b and 17c.

17b If you checked the "Yes" box in line 17a, give applicant's legal name and trade name, if different than name shown on prior application.

Legal name

n/a

Trade name

n/a

17c Enter approximate date, city, and state where the application was filed and the previous employer identification number if known.

Approximate date when filed (Mo., day, year)

City and state where filed

Previous EIN

n/a

n/a

n/a

Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief it is true, correct, and complete.

Business telephone number (include area code)

✓ Name and title (Please type or print clearly.)

Lee L. Rice

✓ (616) 538-9147

Signature

[Signature]

Date

✓ 10/9/96

Note: Do not write below this line. For official use only.

Please leave blank

Geo.

Ind.

Class

Size

Reason for applying

**Power of Attorney
and Declaration of Representative**

► For Paperwork Reduction and Privacy Act Notice, see the instructions.

OMB No. 1545-0150

For IRS Use Only

Received by:

Name _____

Telephone () _____

Function _____

Date / /

Part I Power of Attorney (Please type or print.)

1 Taxpayer Information (Taxpayer(s) must sign and date this form on page 2, line 9.)

Taxpayer name(s) and address

Grandville Band Boosters
3535 Wilson S.W.
Grandville, MI 49418

Social security number(s)

Employer identification
number

Daytime telephone number
()

Plan number (if applicable)

hereby appoint(s) the following representative(s) as attorney(s)-in-fact:

2 Representative(s) (Representative(s) must sign and date this form on page 2, Part II.)

Name and address Jeffrey A DeVree
Mika Meyers Beckett & Jones PLC
200 Ottawa Ave NW Suite 700
Grand Rapids MI 49503-2421

CAF No. 3205-03091r

Telephone No. (616) 459-3200

Fax No. (616) 459-8065

Check if new: Address ☐ Telephone No. ☐

Name and address

CAF No. _____

Telephone No. () _____

Fax No. () _____

Check if new: Address ☐ Telephone No. ☐

Name and address

CAF No. _____

Telephone No. () _____

Fax No. () _____

Check if new: Address ☐ Telephone No. ☐

to represent the taxpayer(s) before the Internal Revenue Service for the following tax matters:

3 Tax Matters

Type of Tax (Income, Employment, Excise, etc.)	Tax Form Number (1040, 941, 720, etc.)	Year(s) or Period(s)
All taxes	SS-4	N/A

4 Specific Use Not Recorded on Centralized Authorization File (CAF).—If the power of attorney is for a specific use not recorded on CAF, check this box. (See Line 4—Specific uses not recorded on CAF on page 3.) ☐

5 Acts Authorized.—The representatives are authorized to receive and inspect confidential tax information and to perform any and all acts that I (we) can perform with respect to the tax matters described on line 3, for example, the authority to sign any agreements, consents, or other documents. The authority does not include the power to receive refund checks (see line 6 below), the power to substitute another representative unless specifically added below, or the power to sign certain returns (see Line 5—Acts authorized on page 4).

List any specific additions or deletions to the acts otherwise authorized in this power of attorney: _____

Note: In general, an unenrolled preparer of tax returns cannot sign any document for a taxpayer. See Revenue Procedure 81-38, printed as Pub. 470, for more information.

Note: The tax matters partner/person of a partnership or S corporation is not permitted to authorize representatives to perform certain acts. See the instructions for more information.

6 Receipt of Refund Checks.—If you want to authorize a representative named on line 2 to receive, BUT NOT TO ENDORSE OR CASH, refund checks, initial here _____ and list the name of that representative below.

Name of representative to receive refund check(s) ►

7 Notices and Communications.—Original notices and other written communications will be sent to you and a copy to the first representative listed on line 2 unless you check one or more of the boxes below.

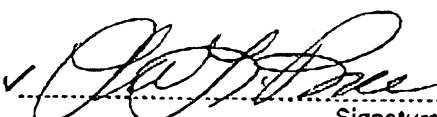
- a If you want the first representative listed on line 2 to receive the original, and yourself a copy, of such notices or communications, check this box ☐
- b If you also want the second representative listed to receive a copy of such notices and communications, check this box ☐
- c If you do not want any notices or communications sent to your representative, check this box ☐

8 Retention/Revocation of Prior Power(s) of Attorney.—The filing of this power of attorney automatically revokes all earlier power(s) of attorney on file with the Internal Revenue Service for the same tax matters and years or periods covered by this document. If you do not want to revoke a prior power of attorney, check here. ☐

YOU MUST ATTACH A COPY OF ANY POWER OF ATTORNEY YOU WANT TO REMAIN IN EFFECT.

9 Signature of Taxpayer(s).—If a tax matter concerns a joint return, both husband and wife must sign if joint representation is requested, otherwise, see the instructions. If signed by a corporate officer, partner, guardian, tax matters partner/person, executor, receiver, administrator, or trustee on behalf of the taxpayer, I certify that I have the authority to execute this form on behalf of the taxpayer.

► IF NOT SIGNED AND DATED, THIS POWER OF ATTORNEY WILL BE RETURNED.

✓  Signature ✓ 10/19/96 Date ✓ Chairman President Title (if applicable)

✓ Lee L. Rice Print Name

Signature

Date

Title (if applicable)

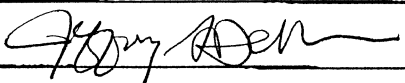
Print Name

Part II Declaration of Representative

Under penalties of perjury, I declare that:

- I am not currently under suspension or disbarment from practice before the Internal Revenue Service;
- I am aware of regulations contained in Treasury Department Circular No. 230 (31 CFR, Part 10), as amended, concerning the practice of attorneys, certified public accountants, enrolled agents, enrolled actuaries, and others;
- I am authorized to represent the taxpayer(s) identified in Part I for the tax matter(s) specified there; and
- I am one of the following:
 - a Attorney—a member in good standing of the bar of the highest court of the jurisdiction shown below.
 - b Certified Public Accountant—duly qualified to practice as a certified public accountant in the jurisdiction shown below.
 - c Enrolled Agent—enrolled as an agent under the requirements of Treasury Department Circular No. 230.
 - d Officer—a bona fide officer of the taxpayer's organization.
 - e Full-Time Employee—a full-time employee of the taxpayer.
 - f Family Member—a member of the taxpayer's immediate family (i.e., spouse, parent, child, brother, or sister).
 - g Enrolled Actuary—enrolled as an actuary by the Joint Board for the Enrollment of Actuaries under 29 U.S.C. 1242 (the authority to practice before the Service is limited by section 10.3(d)(1) of Treasury Department Circular No. 230).
 - h Unenrolled Return Preparer—an unenrolled return preparer under section 10.7(a)(7) of Treasury Department Circular No. 230.

► IF THIS DECLARATION OF REPRESENTATIVE IS NOT SIGNED AND DATED, THE POWER OF ATTORNEY WILL BE RETURNED.

Designation—Insert above letter (a–h)	Jurisdiction (state) or Enrollment Card No.	Signature	Date
a	Michigan		10/10/96

*** ACTIVITY REPORT ***

TRANSMISSION OK

TX/RX NO.	3052
TTI	MIKA MEYERS
CONNECTION TEL	16062925760
CONNECTION ID	
START TIME	10/14 16:49
USAGE TIME	02'34
PAGES	4
RESULT	OK