

## **MINOOKA #201 BAND BOOSTERS BY-LAWS**

### **Article I Name**

The name of the organization shall be the MINOOKA #201 BAND BOOSTERS

### **Article II Purpose and Objectives**

The purpose of the MINOOKA #201 BAND BOOSTERS is to unite parents, faculty, administration and community members for the betterment of students in Minooka District #201.

The Objectives of MINOOKA #201 BAND BOOSTERS are:

- A) To enrich the lives of children and enhance their musical experience in home, school and community.
- B) To facilitate District #201 and parents working in partnership to encourage the growth and development of our children.
- C) To unite members in friendship, goodwill and understanding.

### **Article III Organizational Structure**

Minooka Junior High and Minooka Intermediate School in Minooka District #201 shall act as MINOOKA #201 BAND BOOSTERS consisting of elected Officers, Committee Chairpersons and Co-Chairpersons, and general members as defined in Article IV.

### **Article IV Membership**

The membership of the MINOOKA #201 BAND BOOSTERS shall be open to all employees and the residents who have a student in the band program at Minooka Junior High and Minooka Intermediate School.

### **Article V Meetings**

A) MINOOKA #201 BAND BOOSTERS meetings are open to all members as defined in Article IV. There shall be a minimum of four regular MINOOKA #201 BAND BOOSTERS meetings a year. The dates and times will be set by that year's officers at the first meeting of the school year. Normal MINOOKA #201 BAND BOOSTERS business shall be conducted at these meeting.

B) Additional meetings for Executive Officers shall be arranged on an as needed basis.

C) When voted by the MINOOKA #201 BAND BOOSTERS Board, or authorized by petition of at least 15 members, a Special MINOOKA #201 BAND BOOSTERS meeting may be called. The time, place and purpose of all Special MINOOKA #201 BAND BOOSTERS Meetings shall be announced at least seven days prior to the meeting. The only business to be conducted during a Special MINOOKA #201 BAND BOOSTERS Meeting shall be directly related to the purpose stated when the meeting was announced.

D) The voting members present at a regular MINOOKA #201 BAND BOOSTERS meeting (minimum of five) shall be designated as a quorum and shall be entitled to take action on behalf of the organization.

Article VI

Officers

- A) The officer positions of the MINOOKA #201 BAND BOOSTERS shall consist of President, Vice-President, Secretary, Treasurer.
- B) The Executive Board of the MINOOKA #201 BAND BOOSTERS shall consist of the Officers listed above and the Band Director(s).
- C) Terms of office for Officers shall be on year. The term shall be from July 1<sup>st</sup> until June 30<sup>th</sup>. Officers may serve consecutive one-year terms if elected.
- D) Offices may be filled by two persons when deemed necessary by the nominating committee.
- E) With the exception of the President, other Officer vacancies and/or Chairperson vacancies shall be filled by appointment by the MINOOKA #201 BAND BOOSTERS Board members.
- F) Any Officer, Committee Chairperson, or Committee Co-chairperson who does not fulfill his/her duties may be removed by majority vote of the MINOOKA #201 BAND BOOSTERS at a regularly scheduled meeting.

Duties of the Band Director(s):

- A) The Band Director(s) will act as liaison between the MINOOKA #201 BAND BOOSTERS and school administrators.
- B) The Band Director(s) shall submit a yearly list of proposed fundraisers to the School Board in the spring of each year.

Duties of the President:

- A) The primary duty of the President is to supervise, facilitate and direct all the activities of the organizations, subject to the control of the MINOOKA #201 BAND BOOSTERS BOARD and the direction of the membership.
- B) The President shall preside at all meetings of the MINOOKA #201 BAND BOOSTERS Board and supply the agenda.
- C) The President also sees that all plans are completed and distributes a written annual report June.
- D) The President shall be considered a member of all committees. The President shall work in tandem with all Committee Chairpersons. The President shall be included on all committees' communications so the President can give report at scheduled leadership meetings if the Chairperson is not present.

Duties of the Vice-President:

- A) The Vice-President shall act as an aide to the President. The Vice-President shall perform the duties of the President and exercise presidential powers in the absence of the President or in the event of the President's inability to perform the duties of the President.
- B) If the office of President is vacated permanently, the Vice-President shall assume the Presidency and a new Vice-President shall be appointed by the Executive Board of the MINOOKA #201 BAND BOOSTERS.
- C) The Vice-President shall perform other duties as requested by the MINOOKA #201 BAND BOOSTERS Board.

Duties of the Secretary:

- A) The Secretary shall take and keep minutes of all meetings
- B) The Secretary shall prepare and provide the necessary number of copies of the minutes of the previous meeting.
- C) The Secretary shall collect all committee binders at the end of the year.
- D) The Secretary shall handle all MINOOKA #201 BAND BOOSTERS correspondences, including all correspondences that serve to provide "Good Will."
- E) The Secretary shall keep a list of all chairpersons, co-chairpersons, and committee members.

Duties of the Treasurer:

- A) The Treasurer shall have charge and custody of all MINOOKA #201 BAND BOOSTERS monies.
- B) The Treasurer shall maintain the MINOOKA #201 BAND BOOSTERS bank account and keep accurate records of all receipts and expenditures.
- C) The Treasurer shall prepare and provide the necessary number of copies of the financial reports for each meeting.
- D) The Treasurer shall perform monthly bank account reconciliations to be presented to the MINOOKA #201 BAND BOOSTERS Board.
- E) Along with one other MINOOKA #201 BAND BOOSTERS Executive Board member the Treasurer shall count and verify any collected fundraiser monies. The Treasurer shall deposit the monies.
- F) The Treasurer shall have the books ready for audit by July 1<sup>st</sup>. The procedure for audit shall be determined by the MINOOKA #201 BAND BOOSTERS Board.
- G) The Treasurer shall work with the Band Director(s) to create account numbers.
- H) The Treasurer shall keep accurate student accounts and provide updates to Band Director(s) in a timely manner.

Article VII                      Voting Procedures

Nominations

- A) The Band Director(s) shall issue a formal, written call for nominees to all parents who have a student in the music program at Minooka Junior High and Minooka Intermediate School in February.
- B) Nominations will be accepted thru March 15<sup>th</sup>.
- C) No person can be nominated as a candidate for elected office or appointed without his/her consent.
- D) To be eligible for an office, candidates must have a student in Minooka Junior High or Minooka Intermediate School 6<sup>th</sup> Grade during their term.
- E) The election of officers will occur at the April MINOOKA #201 BAND BOOSTERS meeting.

## Election of Officers

- A) Anyone who is a MINOOKA #201 BAND BOOSTERS member as defined in Article IV may vote in the general election of officers.
- B) The election shall be by ballot, except in cases where there is only one nomination for each office, and then it may be by voice vote.
- C) Election results will be determined by a plurality of those present.

## Voting Privileges

- A) Voting members will be all MINOOKA #201 BAND BOOSTERS present at the time of the vote.
- B) Voting may only take place when there is a quorum in attendance at the meeting.
- C) Each voting member shall have one vote regardless of the number of positions held.
- D) A telephone vote of the Executive Board may be conducted at the discretion of the President.

## Article VIII Committees

- A) The Committee of the MINOOKA #201 BAND BOOSTERS shall consist of Parade, T-Shirt, Concessions, Special Events, and Fundraising. The Executive Board may add or delete a Committee as needed.
- B) Each committee will have a chairperson or co-chairpersons appointed by the MINOOKA #201 BAND BOOSTERS Executive Board.
- C) Any member of the MINOOKA #201 BAND BOOSTERS, including an Officer, may serve as a committee chairperson.
- D) A Committee Chairperson reports to the MINOOKA #201 BAND BOOSTERS Executive Board.
- E) Monies collected by committee activities shall be counted and documented by two people and turned over to the Treasurer for deposit.
- F) Chairpersons are responsible for giving a verbal or written report on their committee's activities at MINOOKA #201 BAND BOOSTERS meetings.
- G) Chairpersons are responsible for keeping a binder of their plans, activities, and related records. These binders are the property of the MINOOKA #201 BAND BOOSTERS and shall be returned to the Secretary at the June Board meeting.

## Article IX Fundraising

- A) MINOOKA #201 BAND BOOSTERS shall hold 3 major fundraisers per year with the option to add or delete a fundraiser as needed.
- B) Profit shall be split between student account receiving 85% and MINOOKA #201 BAND BOOSTERS receiving 15%.
- C) Concession profits shall go to the general account to benefit all members of the MINOOKA #201 BAND.
- D) Parents shall earn \$10.00 per slot for working a concession slot. These monies will be credited to student's account.
- E) Parents shall earn \$10.00 per parade they walk. These monies will be credited to student's account.

Article X Trip

- A) MINOOKA #201 BAND BOOSTERS shall take a trip every other year. This trip will be offered to all students who are enrolled in Minooka Junior High Band at the time. Chaperones may also attend trip at their own expense.
- B) Trip destination shall be determined by the MINOOKA #201 BAND BOOSTERS Executive Board and Band Director.
- C) Students and Chaperones are responsible for the cost of trip.
- D) MINOOKA #201 BAND BOOSTERS must receive approval from District #201 Board of Education for all trips.

Article XI Student Accounts

- A) All band students shall be issued a student account number.
- B) All money earned through fundraising shall be held by the MINOOKA #201 BAND BOOSTERS .
- C) Students may use their student account money for trips only.
- D) Student account balances will automatically be applied toward outstanding trip balances after fundraisers during a trip year
- E) Student Accounts may not go into a negative balance.
- F) All unused student accounts shall revert to the general fund. Parent of student may transfer positive balance to sibling if done in writing prior to June 1<sup>st</sup>

Article XII Scholarships

If the MINOOKA #201 BAND BOOSTERS account allows, the Executive Board may give scholarships for a summer band camp of the Band Director's choosing to 7<sup>th</sup> grade students. The scholarships will be awarded by the Executive Board based on essays submitted by students anonymously.

Article XIII Basic Procedures

- A) Organizations not sponsored by the MINOOKA #201 BAND BOOSTERS may request the use of MINOOKA #201 BAND BOOSTERS function to promote events or solicit membership. Approval of the MINOOKA #201 BAND BOOSTERS Board must be given prior to the MINOOKA #201 BAND BOOSTERS function.
- B) In the event of the dissolution of MINOOKA #201 BAND BOOSTERS, all funds shall be reverted to the Minooka School District 201.
- C) It shall require a two-thirds (2/3) vote by written ballot of all current MINOOKA #201 BAND BOOSTERS Board Members to dissolve the MINOOKA #201 BAND BOOSTERS.

Article XIV Parliamentary Procedure

Robert's Rules of Order shall govern the conduct of all meetings but shall not supersede the By-laws of the MINOOKA #201 BAND BOOSTERS

Article XV

Amendments to By-Laws

A) The By-laws shall be reviewed annually at the May Leadership meeting by the current MINOOKA #201 BAND BOOSTERS Executive Board and the newly elected MINOOKA #201 BAND BOOSTERS Executive Board.

B) When the new MINOOKA #201 BAND BOOSTERS Executive Board takes office, they shall vote on any amendments or revisions. A two-thirds (2/3's) majority is required for the passage of the amendment or revision. Bylaws shall be available to MINOOKA #201 BAND BOOSTERS.

We the MINOOKA #201 BAND BOOSTERS Executive Board approve these By-Laws as presented on February 14, 2019 as follows:

  
\_\_\_\_\_

Band Director Signature

Thomas Mills  
\_\_\_\_\_

Name Printed

  
\_\_\_\_\_

Band Director Signature

Catherine A. Toley  
\_\_\_\_\_

Name Printed

Kristine L. Kwiatkowski  
\_\_\_\_\_

President Signature

Kristine L. Kwiatkowski  
\_\_\_\_\_


Name Printed

  
\_\_\_\_\_

Vice-President Signature

Claire Kueltz  
\_\_\_\_\_

Name Printed

  
\_\_\_\_\_

Secretary Signature

Claire Kueltz  
\_\_\_\_\_

Name Printed

  
\_\_\_\_\_

Treasurer Signature

Nora Revis  
\_\_\_\_\_

Name Printed