

**BYLAWS OF THE
PLAINFIELD MIDDLE SCHOOL BAND BOOSTERS
Plainfield, IL**

PREAMBLE

All band parents in the Plainfield School District need to be involved in the support and encouragement of the total music program, and in particular the band program of the District. Band parents desire to see the program grow and develop so that students in the district may enjoy quality instruction and extracurricular experiences which will contribute to a responsible and mature person, both intellectually and socially.

ARTICLE I – NAME

The name of this organization shall be the Plainfield Middle School Band Boosters.

ARTICLE II – OBJECTIVES

The primary objectives of the Plainfield Middle School Band Boosters shall be as follows:

- A. Provide financial support for the programs and unique projects which promote the Elementary and Middle School band program, but are outside the domain and purpose of the school district revenue.
- B. Encourage the growth and development of a quality band program which complements and extends the educational options for young people.
- C. Develop and implement creative avenues to encourage young people to excel through the band program both collectively and individually.
- D. Work collaboratively with the District Administration, school officials, band directors, and other Plainfield Band Booster organizations, in the pursuit of these objectives.
- E. No part of the net earnings of the Boosters organization shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private persons, except that the Boosters organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. No substantial part of the activities of the Boosters organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Boosters organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these activities, the Boosters organization shall not carry on any other activities not permitted to be carried on (a)

by an Boosters organization exempt from federal income tax under 501(c)(3) of the Internal Revenue Code, or (b) by an association, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III – MEMBERS

- A. The membership of this Boosters organization shall not be limited. Anyone interested in the progress of the band program of the Plainfield Consolidated Schools may apply for membership.
- B. Dues shall be ten dollars per family per school year.

ARTICLE IV – OFFICERS

- A. The offices of this organization shall be President, Vice-President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the organization. All officers must have, or had, a student in the Plainfield band program and must be a member of this Boosters organization in good standing.
- B. At the regular meeting held in March, a Nominating Committee of three members shall be selected by the officers. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual May meeting. The Nominating Committee shall report at the regular meeting in April. Before the election at the May meeting, additional nominations from the floor shall be permitted.
- C. The officers shall be elected by majority vote to serve for one year, and their term of office shall be from June 1 through May 31, or until a successor shall be elected and assumes office, whichever term is longer.
- D. No member shall hold more than one office at a time.
- E. No person shall be nominated as a candidate for any office nor selected as chairman or member of any committee without his/her consent.
- F. In case of a vacancy in the office of President, the Vice-President shall ascend to the Presidency. Vacancies in any other office shall be filled by majority vote of the general membership. The general membership shall act as a nominating committee and submit nominations at the next scheduled meeting or at a special meeting if deemed necessary.
- G. The position of Treasurer shall be a bonded position.
- H. The costs associated with the bonding of the Treasurer will be incurred by the Boosters organization.
- I. Any Officer position may be held in a co-chair nature. That is, a maximum of two persons may serve together fulfilling one officer position, assuming the same roles

and responsibilities for the single position. All rules and terms apply to any position held in a co-chair nature.

ARTICLE V – DUTIES OF OFFICERS

- A. The **President** shall preside over Executive Board Members, appoint committees and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization. The President shall preside over all regularly scheduled and special meetings of the organization. The President will attend any informational meetings scheduled in cooperation with the other Plainfield Band Booster organizations.
- B. The **Vice-President** shall preside as president, in his or her absence, and otherwise assist the President in all activities. The Vice-President shall perform any activities assigned by the President, coordinate activities among various committees, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- C. The **Secretary** shall communicate meeting notices, keep an accurate record of Executive Board Meetings, coordinate distribution and/or posting of minutes, perform any activities assigned by the President, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- D. The **Treasurer** shall act as custodian of the Boosters organizations funds, collect dues from the membership, maintain financial records, submit reports as requested, perform any activities assigned by the President, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- E. The **Events Coordinator** shall coordinate event functions including scheduling volunteer help, assign specific tasks, establish and direct appropriate short term committees, coordinate vendors, pursue sources for donations as appropriate for events, perform any activities assigned by the President, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this organization.
- F. No member of this organization may divert any part of its income or assets to any member, donor, officer, employee, individual, corporation or organization by any means except in the official executive business.

ARTICLE VI – MEETINGS

- A. The regular band booster meetings of the organization shall be held in conjunction with the Executive Board meeting. Board meetings will be held as scheduled by the Executive Board and should include regular meetings in the months of September, October, November, January, February, March, April, and May, unless otherwise ordered by the membership or by the Executive Board.
- B. The May band booster meeting shall be known as the Annual Meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Meeting minutes must reflect outgoing officers and incoming officers.

- C. Additional Executive Board meetings will be held in June and August as scheduled by the Executive Board. The meeting in June will be held for the purpose of creating the operating budget for the upcoming school year. Both outgoing and incoming officers should attend the June budget meeting to ensure continuity of the organization and its functions. The meeting in August will be held for the purpose of initiating any activities for the upcoming school year, which cannot wait for a regular meeting.
- D. Special meetings of the Executive Board or officers may be called by the President or by the Vice-President.
- E. The rules of order at all regular meetings shall be as follows:
- Reading and approval of minutes
 - Reports of officers, boards, and directors
 - Reports of special committees
 - Unfinished business
 - New business
- F. Ten members of the Boosters organization, including at least two officers shall constitute a quorum.
- G. For matters brought to a vote during a general meeting of the Boosters organization, there shall be one vote per family.

ARTICLE VII – THE EXECUTIVE BOARD

- A. The executive board shall consist of the officers and committee chairpersons of this organization, as well as the Plainfield Elementary and Middle School band directors.
- B. The Executive Board shall have general supervision of the affairs of the organization between its business meetings, fix the time and place of meetings, make recommendations to the organization, and shall perform such other duties as are specified in these bylaws. The board shall be subject to the orders of the membership, and none of its acts shall conflict with action taken by the membership.
- C. The directors of the Plainfield Elementary and Middle School band programs shall keep the organization apprised of all developments regarding their respective band programs.

ARTICLE VIII – COMMITTEES

- A. The **Budget Committee**, consisting of the Executive Board, along with the newly elected officers, shall meet no later than June of each year. The purpose of this meeting shall be to prepare a budget and list of fundraising activities for the upcoming year. After approval of the budget by this Boosters organization, no expenses shall be incurred or funds dispersed varying from this budget, without first being presented, discussed, and approved at an Executive Board meeting.

- B. The **Nominating Committee**, consisting of three members, shall be selected by the officers. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual May meeting. The Nominating Committee shall report at the regular meeting in April.
- C. The **Auditing Committee**, consisting of three members, shall be appointed by the President at the March meeting. The purpose of this committee shall be to audit the financial records of the-Boosters organization. Financial records are subject to audit prior to the May general meeting, or upon election or appointment of a new Treasurer, or as deemed necessary.
- D. The **Membership Committee**, consisting of three members, shall be appointed by the President at the September meeting. The purpose of this committee shall be to accurately record the names of all paid members and submit received monies and records of the paid members to the Treasurer.
- E. The President and Band Directors shall be Ex-Officio members of all committees, except the nominating and auditing committees.
- F. The president may appoint other standing or special committees deemed necessary by the membership or Executive Board to carry out the work of the organization.

ARTICLE IX – FUNDRAISING

Each fundraising event shall be facilitated as follows;

- A. There shall be one over-all chairperson for all schools involved.
- B. The above chairperson shall coordinate representatives for each school.
- C. One representative from each school involved shall summarize the required information for each participant student from their school and submit it to the fund raisers chairperson in a timely manner. The information required shall include, but may not be limited to:
 - Student participant information
 - Items sold
 - Items returned with monetary credits due
 - Monies collected
 - Monies outstanding
- D. At the conclusion of the fundraising event, the chairperson shall have one week to consolidate and validate information to that date for the event and submit a status report to the Treasurer.
- E. For two weeks following the conclusion of the fundraising event, attempts should be made by the chairperson and/or school representative to collect outstanding monies. After the two week period, the student's account will reflect the monies outstanding

and proceedings will be started to collect the funds according to School District policies.

ARTICLE X – FUNDS

- A. In accord with Article V, Item D, the Treasurer shall be the custodian of all funds of the Boosters organization, which shall be paid out within the framework of the budget, and shall pay any and all bills incurred by the Boosters organization. All checks shall require a double signature. The Treasurer and President shall have signatory authority.
- B. The fiscal year shall be from June 1 to May 31.

ARTICLE XI – CONTRACTS

- A. The Band Directors must submit any proposed contracts for instructional staff to the Executive Board for approval. The Executive Board must approve all contracts.
- B. No monies shall be expended for contracts that have not been previously approved by the Executive Board.

ARTICLE XII – WEB SITE

This Boosters organization shall maintain a web site in an effort to keep members, and other interested parties, apprised of Boosters organization business, events, band program information, etc. The web page shall be maintained as follows;

- A. The domain of plainfieldbandboosters.org shall be retained by the Plainfield Middle School Band Boosters organization and cannot be changed or discontinued unless agreed to by a two-thirds majority vote.
- B. A single static introductory page shall be the “home page” for the domain. The static page will be maintained by the Plainfield Middle School Band Boosters organization. The introductory page shall contain only general information about the district wide band booster programs, links to respective pages for each separate Plainfield Band Booster organization, as well as other links deemed appropriate for the purposes set forth in Article Twelve hereof.
- C. Each Plainfield Band Booster organization shall maintain their own web page(s) for the purposes set forth in Article Twelve hereof, and be linked to the introductory page as described in Item B.
- D. Any fees associated with web site hosting, domain name registration, etc. shall be the responsibility of the Plainfield Middle School Band Boosters organization, unless other arrangements are agreed upon by the Executive Board.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable, and in which they are

not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE XIV – AMENDMENTS OF BYLAWS

The bylaws may be amended at any regular meeting of the organization by a two-thirds majority vote, providing that the amendment has been submitted in writing at the previous regular meeting.

ARTICLE XV – DISSOLUTION

This Boosters organization may be dissolved by a two-thirds majority of those present at any regular meeting of this Boosters organization, provided the dissolution has been submitted in writing to the membership, on the Boosters organization's web page, or in a local newspaper, at least 30 days prior to the meeting at which the dissolution shall be voted upon. Distribution of current assets will be governed by the following;

- A. In the event of dissolution, the assets of the Boosters organization shall be distributed to the Plainfield School Board to be distributed to the Instrumental Music Departments of the Plainfield Consolidated Elementary and Middle Schools.
- B. In the event of dissolution and the non-existence of the Instrumental Music Departments of the Plainfield Consolidated Schools, the Executive Board shall determine the disbursement of assets of this Boosters organization prior to dissolution.

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