

# Constitution and By-Laws Of The Bolingbrook High School Music Boosters

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By: Nicki Fagust, President BHS Music Boosters

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## Constitution of the Bolingbrook High School Music Boosters

### Article I

#### Name and Purpose

1. NAME: The Name of this organization shall be the Bolingbrook High School Music Boosters Inc. a not for profit organization formed under the “General not for Profit Corporation Act” of the State of Illinois. It is hereinafter referred to in this Constitution and By-Laws as “The Boosters”. The term “music” shall refer to the instrumental bands and vocal groups as constituted by Bolingbrook High School, Valley View Unit School District 365U.
2. PURPOSE: The BHS Music Boosters is organized as a charitable organization to promote the advancement of music education at Bolingbrook High School. The primary goal of the Boosters is to ensure the continuation of the best possible music programs for Bolingbrook High School students. The Boosters will provide a framework for parental involvement and a means by which parents can affect positive support for all musical programs at Bolingbrook High School. This includes encouraging and maintaining an interest in all groups, Moral and financial support, cooperation with band and choral directors, and working with the policies, rules, and procedures of Bolingbrook High School.

### Article II

#### Membership and Dues

1. MEMBERSHIP Voting members of the Boosters shall consist of any person interested in, parents or guardians of students participating in Bolingbrook High School music programs, provided they paid their membership dues as described in

Article II, Paragraph 2. New Members will be sought throughout the year and may join at any time.

2. DUES

2.1. Each voting member of the Boosters shall be obligated to purchase the annual membership.

2.2. Dues shall be \$25 per family per year, or \$40 per family for two years. Dues can be increased at any time by approval of the Board of Directors.

## Article III

### Elections, Officers and Duties

1. OFFICERS and DIRECTORS

1.1. Officers of the Boosters and the Directors of Bolingbrook High School shall constitute the Executive Board of Directors.

1.2. The elected officers of the Boosters shall be a President, two Vice Presidents, Secretary and Treasurer.

1.3. Music Directors at Bolingbrook High School shall be ex-officio members of the Executive Board of Directors.

1.4. The voting Board Membership consists of elected officers, music directors and committee chairs.

2. ELECTIONS

2.1. Officers of the Boosters shall be elected from voting membership. A request for persons interested in holding office shall be advertised each March and posted on the official Music Booster website [www.bhsmusicboosters.org](http://www.bhsmusicboosters.org). The President shall then prepare a slate of candidates. Voting shall take place at the May Meeting. The results will be announced to the public at the Awards Night Ceremony.

2.2. A majority of Board Members need to be present in order to hold the election voting to determine Booster officers.

2.3. Officers shall be elected for one year at the last scheduled General Booster Meeting of the school year. Terms served shall be limited to two years, with the exception of Treasurer, which may be 3 years.

2.4. The officers shall assume their duties effective at the Awards Night Ceremony.

### 3. DUTIES

3.1. President - The President shall preside at all meetings of the Boosters, appoint all committee chairpersons and shall be ex-officio member of all committees. The President will prepare monthly meeting agendas and preside at all meetings. The President shall coordinate committee activities with Bolingbrook High School administration.

3.2. Vice President of Operations – The Vice President of Operations shall assume the duties of the President in his/her absence, and shall assume the office of President for the balance of any unexpired term. This Vice President shall be responsible as the committee coordinator to supervise any and all operating committees as designated by the President and Vice Presidents.

3.3. Vice President of Ways & Means – The Vice President of Ways & Means shall be responsible for all Ways & Means for the booster organization, and will serve as the committee coordinator to supervise any and all committees that generate revenue as designated by the President and Vice Presidents. In the absence of Vice President I, the Vice President II shall assume the duties of Vice President I.

3.4. Secretary - The Secretary shall keep records and minutes of all meetings, notify the membership of regular and special scheduled meetings, and attend to all official correspondence. Further the Secretary shall keep the record of the names, addresses, and phone numbers of all Booster members.

3.5. Treasurer - The Treasurer shall manage the Main Bank Account for the Booster organization through a financial institution as directed by the Booster Executive Board. The Treasurer shall collect and deposit funds and pay bills for services and goods used by the Booster organization or Music Directors, as detailed in the annual budget. The Treasurer shall manage a separate Director's Account for the Bolingbrook High School Music Directors. The Treasurer will provide a detailed monthly summary of the Booster Bank Account at monthly meetings.

4. OTHER OFFICERS AND COMMITTEE: The President shall appoint the following committee chairpersons: Advertising/Publicity, Awards, Band Chaperones, Band Camp Lunches, Choir Support, Equipment/Property, Madrigal Dinner, Membership, Office Support, Photographer/Historian, Senior Slide Show,

Spirit Wear, Uniforms – RMB, Uniforms – WS/SR, Uniforms – WG, Webmaster and Trip Coordinator (for out-of-state trip years).. Other committees may be formed by the President, Board, or Directors as needed. Specific responsibilities will be assigned to the appropriate committees as the activities are planned.

- 4.1. All Officers and Committee chairpersons shall compile and maintain procedures and guidelines which shall be reviewed and updated annually. This will help succeeding boards to accomplish the goals of the Bolingbrook High School music program. Data on fund raisers, committees, sample letters, reports, and any other information deemed pertinent shall be kept as records. The President shall obtain these records and it shall be made available at all times for reference. These records and electronic files shall be forwarded to future board members.
- 4.2. Committee members shall be sought through volunteers. Board members and committee chairs must be booster members.
- 4.3. Committee Chairs shall be selected by the President. The chair will be expected to attend regular General Board Meetings to report current activities to the board.
- 4.4. The following is a brief description of each individual Booster Board Chair:
  - 4.4.1 Advertising/Publicity - *Arranges for publicity and advertising for band and choir events, including concerts, Madrigal Dinner, Jazz Night, and Jazz Under the Stars. Types of publicity include newspapers, village signs, web sites, posters (both in the school and community). Almost all publicity should be sent to the district Public Relations staff member, who will in turn disseminate the publicity to all public sources.*
  - 4.4.2 Awards – *Works with Directors to coordinate the annual Awards presentation for students. Includes preparing and updating the annual award form, tabulating orders, maintaining the awards inventory, placing the award order with the vendor, and assembling award packets for distribution to students at annual Awards Night. Will also be responsible for obtaining roses presented to marching band seniors at Middle School Invitational, choir students at Senior Honors Choir Concert and band students at Senior Honors Band Concert.*
  - 4.4.3 Band Chaperones - *Responsible for recruiting and coordination of volunteers to assist with all functions that require adult supervision. This may include, but is not limited to, all Marching Band functions, Jazz Band functions, competitions, fundraisers, and concerts.*
  - 4.4.4 Band Camp Lunches – *Responsible for collection of fees for band camp lunches, obtaining donations of food, purchasing food, coordinating volunteers to help serve lunches, and coordinates/communicates lunch plans with marching band director.*

- 4.4.5 *Choir Support - Represents the choirs at the Music Booster meetings, and assists the choir director by obtaining volunteers to work at various events such as choir concerts and field trips. Assists the choral program as necessary.*
- 4.4.6 *Equipment/Property - Responsible for maintenance and repairs of marching band support equipment such as podiums, carts etc.; maintains the Music Boosters trailer and arranges truck transportation for Marching Band competitions. Performs repairs to miscellaneous property as requested by the Directors.*
- 4.4.7 *Madrigal Dinner – Supports the Choir Director with the Madrigal production.*
- 4.4.8 *Membership - Champions the yearly membership drive to enroll anyone interested in supporting the music program at Bolingbrook High School. This is accomplished by updating the membership forms; selling memberships, especially at the beginning of the school year at: introductory meetings and concerts; maintaining a current list of BHS Music Booster members & supplying same to the BHS Music Booster Secretary; issuing membership cards at request of member at enrollment.*
- 4.4.9 *Office Support - Support Directors by managing paperwork duties associated with their positions. Collects fees and payments and maintains a data base of items ordered and paid for. The items collected include marching band fees, marching band supplies ordered, rehearsal marathon fundraiser, madrigal dinner, permission and medical forms, contact information and other items the Directors deem necessary. Turns in collected funds to either the bookstore or Music Boosters treasurer in a timely manner. Not responsible for collection of fees owed due to returned checks.*
- 4.4.10 *Photo Historian - Take photos at musical and other related events during the year. Provides public access to photos for students, families, and music booster members via the web. Saves photos onto backup media for future reference.*
- 4.4.11 *Senior Slide Show – Collects photos from senior students and prepares the senior slide show video to be shown at Awards Night. A copy of the video will be given to each senior.*
- 4.4.12 *Spirit Wear – Provides a variety of Spirit Wear options for purchase by students, staff and booster members.*
- 4.4.13 *Uniforms (RMB, WS/SR, WG) - Responsible for the uniforms worn by the Raider Marching Band, Wind Symphony, Sunrise Singers and Women's Glee. The committee distributes uniforms in the fall, monitors the students' maintenance of uniforms, collects and inventories uniforms at the end of the season, and ensures that they are cleaned. The music directors are given a copy of the inventory prior to the end of the school year. The committee chair communicates with the band and choir directors about uniform concerns.*
- 4.4.14 *Website - Responsible for maintaining and updating the music booster's website. The purpose of this website is to provide BHS students*

*and family members current and accurate information regarding the music programs offered at BHS. Maintenance and updates are coordinated with the BHS Music Department and President of the BHS Music Boosters.*

4.4.15 Trip Coordinator – *Responsible for various work associated with music student trips including communications, creating invoices and tracking payments during out-of-state trip years.*

## ARTICLE IV

### Government

1. The business and affairs of the Boosters shall be managed by the Executive Board of Directors.
2. The voting membership of the Boosters shall consist of paid membership card holding members, the elected officers, and Bolingbrook High School music programs Directors.
3. Elected officers may be removed from their position for failure to perform their duties. Such removal shall be made and approved by the majority of remaining board members and final decision and execution lies with Bolingbrook High School Music Directors.
4. Vacancies on the Executive Board of Directors may be filled for any unexpired term by majority vote of the Executive Board of Directors at a general Board Meeting or at a special meeting called for that purpose.
5. Except otherwise expressly provided herein, all resolutions, appointments, appropriations, directions, or other acts of the Executive Board of Directors shall be by majority of those present at the general meeting.
6. A quorum shall be defined as a simple majority of those present at any duly noticed special or general meeting of the Boosters.

## ARTICLE V

### Meetings of the Executive Board of Directors

1. Meetings of the Executive Board of Directors shall be held at regular intervals as determined necessary by the Board.
2. Special Meetings of the Executive Board of Directors may be called at any time by the President or by any two members of the Board. All Board members must be notified and invited to participate in advance of any such meeting.
3. At all meetings of the Executive Board of Directors, The President, Vice Presidents, or Secretary, in the order named shall preside if present. If none of them are present, any other member may be designated by the President.

# ARTICLE VI

## Meetings of the Boosters

1. General Meetings of the Boosters will be held at Bolingbrook High School. All members shall receive notice of the meeting. These meetings will be scheduled at the beginning of the school year as deemed necessary by the Executive Board of Directors.
2. Special meetings may be called by the President upon (5) days notice to members of the time, place and purpose for which the meeting is called as approved in Article V.2.
3. A quorum shall consist of the membership in attendance.
4. Each member present shall be entitled to vote on any motion presented.
5. At all meetings of the Boosters, the President, Vice Presidents, Secretary, in the order named shall preside. If none are present, any other Board member may be designated to preside.

# ARTICLE VII

## Property Ownership

1. Instruments, Music or any other equipment purchased for the music programs by the Boosters shall become and remain the property of Bolingbrook High School.
2. All such property shall further include the books and records of the Boosters.

# ARTICLE VIII

## Amendments

1. This constitution may be amended at any regular meeting of the Boosters by a majority of the members present, provided the amendment has been presented at the preceding regular meeting of the Boosters.
2. This constitution shall be reviewed annually by the Executive Board of Directors.

# ARTICLE IX

## Authority and Procedure

1. Roberts Rules of Order, Revised, shall govern in all cases in which they do not conflict with this constitution.

# By-Laws Of The Bolingbrook High School Music Boosters

## ARTICLE I

### Financial Procedure

1. Upon election to office, the newly elected Executive Board of Directors shall meet with the outgoing board.
2. The signatures of one officer and one Director shall be required for all vouchers submitted to the School for Payment of Music Booster funds.
3. All Subsidiary projects committee persons and committee chairpersons shall report all receipts and expenditures directly to the Treasurer after those expenditures have been pre-approved at the General Board meeting.
4. The Music Boosters may be dissolved by action of the following; Music Directors of Bolingbrook High School and Bolingbrook High School Principal. Upon dissolution all monies in the BHS Music Booster Account standing at shall become the property of Bolingbrook High School Music Department. All monies that are in any other financial institution that are deemed for supporting the Music programs at Bolingbrook High School will also become property of Bolingbrook High School Music Department.

## ARTICLE II

### Amendments

1. The By-Laws may be amended by a majority vote of the members present at any regular meeting.
2. The By-Laws shall be reviewed annually by the Executive Board of Directors.