

Mundelein High School Band Boosters Bylaws
Established 2009
Updated April, 2019

Article 1 - NAME

1.01 Name

The name shall be the Mundelein High School Band Boosters, herein referred to as the “Boosters”.

Article 2 – PURPOSE

2.01 Objective

The objective of the Boosters shall be to financially support the band program of Mundelein High School.

2.02 Goals

1. To create a closer working relationship between students, parents, school, community, and the Band Directors.
2. To raise funds in order to provide financial support and enrichment for the band program.
3. To support the music and performance program as defined by the Band Directors.

2.03 Legality

Mundelein High School Band Boosters is a non-profit corporation and shall be operated exclusively for educational and charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

Article 3 - MEMBERSHIP

3.01 Eligibility

Any adult interested in supporting the Mundelein High School band program is eligible for membership in the Boosters.

3.02 Rights

All the rights and privileges, including voting and the ability to hold office, will be given to members currently in financial good standing with both the school and the Boosters.

Article 4 – MEETINGS

4.01 Meetings

The membership meetings of the Boosters shall be the first Thursday of the month whenever feasible given the school and Fine Arts Department calendars. These meeting dates are subject to change at the discretion of the Band Directors in conjunction with the Executive Board.

4.02 Quorum

The members present at a regularly scheduled meeting of the Boosters and at least one Band Director shall constitute a quorum.

Two members of the Executive Board and at least one Band Director shall constitute a quorum.

Article 5 – OFFICERS

5.01 Executive Board

The Executive Board shall be the governing body of the Boosters. The Executive Board consists of the President, Treasurer, and Secretary. The Executive Board shall have additional meetings called by the President, as necessary, to set policies and manage the business of the Boosters. It shall appoint an audit committee at least two weeks before the last regular membership meeting to audit the Treasurer's accounts.

5.11 President

1. The President shall preside at all regular and special meetings of the Boosters, preserve order, enforce the by-laws and discharge all duties customary to the office.
2. The President shall be an ex-officio member of all committees, and shall be informed of all committee meetings.
3. The President shall not be included in a vote except in the event of a tie.

5.12 Secretary

1. The Secretary shall keep a faithful record of all proceedings of the Boosters.
2. The Secretary will make available online electronic copies of the latest meeting minutes.
3. The Secretary shall keep an up-to-date copy of the bylaws.

5.13 Treasurer

1. The Treasurer shall keep all monies in bank accounts. The Booster and student escrow money will be kept in two separate checking accounts. The checking account shall be established to require a minimum of two signatures on all checks; one from a Band Director and one from either the Treasurer or President. The Treasurer shall deposit and

account for all fundraiser income and disbursements. The Booster account shall hold a minimum balance of \$10,000 at any time. Any deviation will need to be approved by the Booster Board. A bank card shall be assigned to the treasurer for after hour ATM deposits only. No purchases or withdrawals can be made with the bank card. The Treasurer shall reconcile all bank statements monthly.

2. The Treasurer shall record all transactions in a manner necessary to produce financial statements and prepare documents required by the IRS or other government authorities.
3. The Treasurer shall present a treasurer's report at each meeting.
4. The Treasurer shall maintain records for Student Escrow Accounts.

5.02 Committee Chairs

Fundraising Chair, Hospitality Chair, Awards Dinner Chair, Marching Uniforms Chair, Concert Uniforms Chair, Evening of Jazz Chair, and other officers as need demands

5.21 Fundraising Chair(s)

1. The Fundraising Chair shall coordinate all fundraising activities through the Boosters, soliciting assistance where necessary.
2. The Fundraising Chair is responsible for balancing all fundraising activities and all money reconciled before processing with the treasurer.
3. All monies related to fundraising activities shall be processed with the Treasurer.

5.22 Hospitality Chair(s)

1. The Hospitality Chair shall arrange for donations of refreshments following each of the band concerts, soliciting assistance where necessary, and supervising setup and cleanup of the area.
2. The Hospitality Chair will assist in organizing hospitality for various band events throughout the school year. This will include soliciting assistance where necessary, and supervising setup and cleanup.

5.23 Awards Dinner Chair(s)

The Awards Dinner Chair shall arrange the end-of-year Awards Night dinner with the assistance of the Band Directors.

5.24 Marching Uniform Chair(s)

The Marching Uniform Chair shall coordinate the fitting, alteration, care, replacement and storage of marching band uniforms.

5.25 Concert Uniform Chair(s)

The Concert Uniform Chair shall coordinate the fitting, alteration, care, replacement and storage of concert band uniforms (dresses and tuxedos)

5.26 Volunteer Coordinator(s)

The Volunteer Coordinator shall work with other chairpersons, band booster volunteers and band directors to coordinate volunteers for various band events throughout the school year.

5.27 Evening of Jazz Chair(s)

The Evening of Jazz Chair shall arrange the Evening of Jazz and Silent Auction with the assistance of the Band Directors.

5.03 Nomination and Election

Nominations of officers shall be made by the general membership of the Boosters. Election of officers shall be by simple majority vote of all present Boosters members at the May Boosters meeting. There shall be no proxy or absentee voting.

5.04 Vacancy

A vacancy of office shall be filled by appointment by the President with approval of the Boosters. A majority vote of Boosters present at the meeting will confirm the appointment.

5.05 Terms of Office

The term of office for all offices shall be one year, with a maximum term limit of two consecutive years for the offices of President and Treasurer. All other offices shall not have a term limit.

Article 6 – FINANCIAL DISBURSEMENT

Disbursement requests shall be submitted to the Treasurer by use of a Reimbursement Form. The request must be approved by the Treasurer and one of the Band Directors before funds are to be disbursed. All information on the form must be complete, and appropriate documentation (such as receipts or invoices) attached, before the disbursement can be approved. If the request is approved, the Treasurer will sign the form and issue the check.

In the event that the disbursement request is from a Band Director, the President must also approve and co-sign the disbursement. If the disbursement request is from the Treasurer, a Band Director and President will co-sign the check.

Article 7 – STUDENT ACCOUNTS

7.01 Procedures

All monies raised through fundraising are the property of the Boosters, and may only be disbursed in accordance with Boosters policy.

To make a withdrawal from a student account, an Escrow Reimbursement Form shall be submitted to

the Band Directors for approval, who will then forward it to the Treasurer. No board member may authorize withdrawal from a student's account without a Band Director's approval. Student accounts may not be taken into a negative balance.

Account records will be kept up to date by the Treasurer. The Treasurer may be contacted for an account balance by email at bandtreasurer120@gmail.com.

7.02 Escrow Accounts

The Treasurer will maintain an individual escrow account log for each student in the band. This log will consist of the deposits to the student's account from fundraising and donations, and withdrawals for various functions throughout the school year.

If a student is not currently enrolled in band, no disbursements from their account will be allowed. Any monies will be held until they re-enroll in band or graduate. Students who graduate with a balance in their account will have funds transferred to family members that are enrolled in the band program the following school year, or the remaining funds shall be returned to the general fund by the first day of the following school year.

7.03 Escrow Account Continuity

Any Boosters member may choose to keep a student account open for fundraising for a younger sibling not currently enrolled at Mundelein High School.

The Booster must inform the Treasurer in writing before their student graduates of their intent to keep the account open. This request in writing shall be in place before the last day of the school year. The letter must include the name of the future student and the year that student will enter the Band program.

If the future student does not join the Band program, the Booster agrees to all monies in the account being returned to the Boosters general fund.

7.04 Appropriate Use of Student Escrow Account Funds

1. Reimbursement for instrumental private lessons with a Band Director-approved private instructor (must attach receipt).
2. Advance Payment for instrumental private lessons with a Band Director-approved private instructor (must submit invoice from teacher).
3. Reimbursement for instrument repairs and supplies such as reeds, oils, mutes, etc. (must submit receipt/invoice).
4. Reimbursement for instrument purchase/rental (must submit receipt/invoice).
5. Reimbursement/advanced payment for instrumental music summer camp, including the summer directly following graduation (must submit receipt/camp registration form).
6. Payment for travel with Band Department, including but not limited to all band trips, hotel stays and bus charges. Requests for travel reimbursements must be made in the calendar school year during which the travel has taken place and no later than the last day of that school year (must submit receipt/front and back copy of payment check).

Article 8 – DONATIONS

Any and all donations requested by Boosters or band students must be for a specific event or for a specific item for the good of the band, and must be approved by the Band Directors.

Donation attempts must be made known to the Boosters, and the Boosters must vote on the issue. The decision of the Boosters is final.

No fundraising shall be done at “hospitality only” events. If there is an event during which food donations are requested, a donation jar shall not be placed in or around the hospitality table.

Article 9 – CHANGES

Any voting member may recommend a change to the bylaws of the Boosters by submitting the change in writing to the membership at any meeting. The President shall see that the members are notified of the change and it will be voted on at the following meeting. A majority vote rules.

Article 10 – DISSOLUTION

In the event the Boosters becomes dormant and/or disbands, all monies shall be put in the Mundelein High School Band Student Activity Fund account.