

**BY-LAWS
CARTERVILLE BAND BOOSTER CLUB**

Article I

The name of this organization shall be Carterville Band Booster Club.

Article II Purpose

The purpose of this organization is:

- Provide financial and moral support to the Carterville Band
- Increase public awareness of Carterville Band and Booster Club activities
- Be responsive to the needs of the Carterville Band and its Director(s)
- Keep members aware via email communication
- Promote community awareness, participation and involvement
- Conduct an annual membership drive
- Organize fundraising events
- Maintain student fundraising accounts
- Provide services and support in full cooperation with the Unit #5 administration and the band director and staff in accordance with the Policy and Procedures Manual of the Unit #5 School Board

Article III Membership

Membership is open to anyone interested in the objectives of the Band Boosters and willing to uphold its policies. Membership is recommended for all parents of band students.

Article IV Board of Directors

The Board of Directors consists of the four officers, committee chairs, and the Band Director as ex-officio member.

Section 1. The Officers of the Band Boosters shall be elected for one year terms and shall consist of: President, Vice-President, Secretary, and Treasurer

Section 2. Elections. Any member of the Band Boosters is eligible to be an elected officer. The President shall present a slate of officers annually at the May meeting. Nomination from the floor will also be accepted at the May meeting. The Board shall elect officers at the June meeting and they will take office immediately.

Section 3. Vacancies. Any officer can relinquish his/her office before the term is fulfilled. The vacancy shall be filled by a vote of the Board of Directors at its next meeting.

Article V Duties of Officers

Section 1. The officers shall perform the duties prescribed by these by-laws.

Section 2. Any officer who does not attend 75% of all scheduled meetings and activities shall be asked to resign their position.

Section 3. The President shall preside at all regular meetings. In case of the absence of the President, the Vice-President shall preside at the meeting.

Section 4. The Vice-President shall assist the President and assume responsibility for administrative details delegated by the President.

Section 5. The Secretary shall keep a written record of all regular monthly meetings and special meetings of the Board of Directors and submit minutes to the President of the Board. The Secretary shall be a member of the Communications Committee.

Section 6. The Treasurer shall maintain financial records for the organization and present a monthly financial report to the Board of Directors. The Treasurer shall maintain student account records and the account information will be placed in the CHARMS system. The Treasurer maintains the organization checking account. The Treasurer is authorized to draw checks as directed by the Band Booster Board of Directors. The Treasurer shall be a member of the Fundraising Committee.

Article VI Committees

Chairs of the Committees are appointed by the President and must be someone other than an elected officer of the organization. Committee Chairs are appointed in May and are required to attend Board of Director meetings.

Section 1. Fundraising Committee. The Committee is responsible for organizing and implementing fundraising activities. The Treasurer shall serve on this committee.

Section 2. Communications Committee. The Committee is responsible for notifying band members, parents of band members and the general public about activities of the band. The Secretary and the Editor of the Newsletter shall serve on this committee.

Section 3. Events Committee. The Committee is responsible for planning and organizing volunteer activities associated with: band camp, IHSA, parades, field show competitions, IMEA, and other band performance trips.

Section 4. Instrument, Uniform, and Transportation Committee. The Committee is responsible for transportation of instruments and maintenance and transportation of uniforms. The committee will maintain and transport the band trailer as needed.

Section 5. Ad Hoc Committee. Ad hoc committees will be appointed as needed.

Article VII Meetings

The Band Boosters will hold regular monthly meetings during the school year on the fourth Monday evenings of each month. Election of officers will be held at the May meeting. A quorum is required for any transaction of business. A quorum shall consist of a simple majority of the Board of Directors.

Article VIII Student Ledgers

Section 1. The Band Boosters are responsible for maintaining a ledger of money fundraised by students in band fundraising events.

Section 2. Student ledgers will be credited 50% of the profits earned from the two major band student fundraisers, unless otherwise determined by the Band Booster Board of Directors. Any default of payment for fundraising items sold or band camp fees will be deducted from the student's ledger within 30 days automatically.

Section 3. Students can use the money in their ledger for the following band-related expenses: band camp, uniform items, shoes, travel expenses on band trips, and any student fees for band performances not covered by the school district.

Section 4. In order to use money in their ledger for these purposes set forth in Section 3, a student must be one or more of the following:

- a. Enrolled in the band class at the time the expense is incurred,
- b. Participating in band performances (parades, competitions, concerts, pep band), with attendance in good standing with the director's attendance policy, at the time the expense is incurred, or
- c. A member of the Color Guard for the year in which the expense is incurred.

Section 5. Funds remain on a student's ledger as long as he/she is a student in CUSD#5 schools. If the student chooses to leave band before he/she graduates or

moves out of the district, the student or parent may request to the Band Booster Board of Directors to transfer that student's funds to a sibling's ledger. At which time a student graduates or otherwise leaves CUSD#5 schools and funds remain on their ledger, these funds will revert to the Band Booster general account.

Article IX Amendments

These by-laws may be amended at any meeting of the Board of Directors by a three-fourths (3/4) vote. The proposed amendment will be presented at the meeting prior to the vote.

Article X Authority

Meetings of the Band Boosters will be governed by Robert's Rules of Order (latest revision) unless inconsistent with these by-laws.

Revised 9/28/15