

Bylaws of the Amos Alonzo Stagg Music Boosters

Revised and Adopted May 21, 2008

The following Bylaws are adopted by the Amos Alonzo Stagg High School Music Boosters, hereafter referred to as the Boosters, for governing its meetings and affairs.

ARTICLE I = NAME

The name of this organization shall be the Amos Alonzo Stagg Music Boosters.

ARTICLE II = Mission and Principles

The Mission of the Amos Alonzo High School Music Boosters is:

1. To develop and maintain an enthusiastic interest in the community for the music activities of Amos Alonzo Stagg High School;
2. To help, promote, and lend all possible support to the activities of the Music Department and the Guard programs.
3. To cooperate with the Board of Education, School and District administrations and faculty in developing and maintaining music and related programs with high goals and standards.

The guiding principles of the Boosters are:

1. The well-being and development of students in music-related activities is our first concern.
2. The organization is nonsectarian and nonpartisan.
3. The organization shall not endorse a commercial enterprise.
4. The organization shall not endorse or assist any candidate for public office or any interest inconsistent with the purposes of the Boosters.
5. The organization shall not support, condone, or allow any conduct detrimental to the organization, the school, its employees or the students.
6. The organization shall not seek to direct the administrative activities of the school; influence its policies; or affect its employment decisions or practices.
7. Members shall conduct the business of the organization with utmost integrity, in accordance with the Bylaws; the rules of District 230, and all pertinent laws and regulations.

ARTICLE III = MEMBERSHIP

Section 1. The membership year of this organization shall begin on June 1st , but the organization may accept new members at any time.

Section 2. Membership in the organization shall be non-discriminatory.

Section 3. The parents or legal guardians of a student enrolled in a Music or Guard program shall be considered members of this organization for the current membership year.

Section 4. The parents or legal guardians of a student enrolled in a Music or Guard program shall be asked to pay membership dues. The executive board shall set the amount due from each household.

Section 5. A member shall be considered 'in good standing' if he/she has paid annual dues and observes the Guiding Principles of the organization.

Section 6. The organization may establish honorary categories of membership to recognize significant levels of support by members.

Section 7. Music and Guard Directors and the Chairperson of the Music Department shall not be required to pay dues.

ARTICLE IV = OFFICERS

Section 1. The officers of the Boosters shall be a President, Vice-President, Secretary and Treasurer.

Section 2. Officers must be the parent or legal guardian of a student in a Music or Guard program in the year for which he/she is elected to serve. No more than one parent or legal guardian may serve as an officer at the same time.

Section 3. Officers must be members in good standing. An officer not in good standing may not exercise his/her duties. If an officer not is not in good standing by September 1st, the office shall be considered vacant.

Section 4. Election of Officers

- A. A Nominating Committee shall be appointed in February. The Nominating Committee shall consist of three (3) members appointed by the President with the purpose of presenting a slate of candidates at the March meeting.
- B. Nominations may be made from the floor at the April meeting after the Nominating Committee has presented its slate of candidates.
- C. Officers shall be elected at the regular May meeting for a term of one (1) year. The method of election shall be by ballot. Ballots shall be collected and tabulated by the Music Department Chair or designee.
- D. A majority vote of the members present shall constitute an election.
- E. New officers shall assume their respective offices on June 1st. A transition period shall exist between past officers and newly-elected officers from the time of election until June 1st.

Section 5. Any person elected to the office of president may hold the office for only two (2) consecutive one year terms.

Section 6. If an officer fails to attend two (2) monthly membership meetings without being excused by a majority of the Executive Board, his/her office shall be considered vacant.

Section 7. Vacancy of Office.

- A. If the office of President becomes vacant, it shall be filled by the Vice-President.
- B. If the office of Vice-President becomes vacant, it shall be filled by a member in good standing nominated and approved by a majority of the Executive Board.

- C. If the office of Treasurer becomes vacant, it shall be filled by the Chairperson of the Ways and Means Committee, or, if that person declines to serve, by a member in good standing nominated and approved by a majority of the Executive Board.
- D. If the office of Secretary becomes vacant, it shall be filled by the Chairperson of the Membership Committee, or, if that person declines to serve, by a member in good standing nominated and approved by a majority of the Executive Board.

ARTICLE V = DUTIES OF OFFICERS

Section 1. The president shall preside at all meetings of the Association and the Executive Board. He/she shall appoint chairpersons of all standing committees and appoint special committees as required. He/she shall serve as an ex—officio member of all committees, except the nominating committee.

Section 2. The Vice-President shall act as an aide to the president and assume all the duties of the president in his/her absence.

Section 3. The Secretary shall record the minutes of all meetings of the Boosters and the Executive Board, conduct the correspondence of the Boosters and perform such other related duties as may be delegated by the Boosters.

Section 4. The Treasurer shall perform the following duties:

1. Keep an accurate record of all receipts and disbursements of the Boosters
2. Account for each activity separately and keep a complete record of all funds..
3. Receive all funds due the Boosters and promptly deposit same into their accounts.
4. Receive all Accounts Payable and disburse Booster funds in a timely fashion, in accordance with its adopted budget.
5. Official financial records shall be kept in a secure and readable electronic format.

ARTICLE VI. DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board of the Boosters shall be composed of the Officers; the Chairperson of the Ways and Means Committee; the Chairperson of the Membership Committee; Music Directors (Band, Choir, and Guard), and the Chairperson of the school's Music Department or such other representative as named by the school administration. Music and Guard Directors are, as a necessity of their calling, members of the Executive Board with full voting rights therein, and may serve on committees, except as restricted by District policies or these Bylaws.

Section 2. Duties of the Executive Board. The Executive Board shall...

- A. Attend meetings and actively participate in the business of the organization.
- B. Present reports and recommendations to the Boosters at each regularly scheduled meeting.
- C. Provide notification to the members at least three (3) days in advance of all specially called meetings.
- D. Formulate and responsibly administer a budget and a business plan for the organization, with the assistance of the standing committee chairpersons..
- E. Create Ad Hoc or Temporary Committees, as needed, for specific purposes.
- F. Remove any Officer or Committee Chairperson not performing duties as outlined in the bylaws, pursuant to notification of that person, and upon affirmative majority vote of the Executive Board.

Section 3. The Executive Board may transact regular business in the interval between Booster meetings and such other business as may be referred to it by the Boosters. These meetings shall be termed "Executive Sessions". Discussions held in Executive Session are confidential.

Section 4. Board members shall not receive compensation for their services rendered to or for the benefit of the Boosters. Board members may be reimbursed for expenses incurred in the performance of their duties if the majority of the Board so approves.

Section 5. If any person who is a Board member becomes aware that the Booster organization is, or is about to be, engaged in a business transaction, either directly or indirectly, with a firm or organization in which he/she or a family member has substantial legal, financial, or fiduciary interests or holds any position in the firm or organization, that Board member must

- disclose such ties to the Executive Board;
- abstain from any consideration and voting upon such business by the Board.

Section 6. Members of the Executive Board may not solicit or accept favors, gifts, or money from current or potential providers of goods or services to the Boosters, in exchange for influencing the activities of the Boosters.

ARTICLE VII = STANDING COMMITTEES

- A. There shall be the following Standing Committees, having no less than three members each:
 1. Membership;
 2. Ways and Means,
 3. Planning,
 4. External Communications
 5. Assistance and Scholarship
 6. Uniforms and Robes
 7. Search
- B. A member in good standing may serve as Chairperson of only one Standing Committee. Spouses may not serve as members of the same committee. Executive Board members may not serve on the Search Committee. Officers and Directors may not serve on the Assistance and Scholarship Committee.
- C. Responsibilities of the Standing Committees.
 1. The Membership Committee shall
 - a) solicit membership in the Boosters;
 - b) collect and record payment of dues;
 - c) maintain membership records;
 - d) contact all members of the Boosters whenever necessary;
 - e) provide the parents of incoming students with one or more members as sponsors;
 - f) coordinate hospitality activities, as required, at events supported or conducted by the Boosters.
 2. The Ways and Means Committee shall
 - a) Generate and solicit ideas for ways to raise funds required for the implementation of the Boosters' Annual Approved Budget;
 - b) Develop and publish a fund raising program for the following fiscal year, consistent with the goals and principles of the Boosters and the District
 - c) Manage all fund-raising programs and events approved by the Boosters other than those managed by the Planning Committee ;
 - d) Report in writing to the Executive Board within 30 days of the end of a program or event the financial results and any matters affecting the results or the management of the event.
 3. The Planning Committee consists of

- a) the President or other Officer designated by the Executive Board, serving as chairperson ;
 - b) The chairperson of the Music Department or designated Director
 - c) the manager of Field Equipment;
 - d) the volunteer coordinator;
 - e) and those members in good standing who, appointed by the President with the concurrence of the appropriate Director, shall serve as general managers of any events requiring significant Booster resources as determined by the Executive Board. These events include, but are not limited to, Summer Band Camp; Field Competitions; Music Jamboree; overnight group trips; Winter Guard competition at Stagg; Craft Fairs. A General Manager may manage no more than two (2) major events per fiscal year. Each general event manager shall
 - 1. Assist the Director(s) in planning and managing major events;
 - 2. Recruit and manage volunteers and coordinate all Booster activities in support of major events;
 - 3. Manage the expense budget provided by the Boosters for the event. Budgets shall specify major categories of expenditures; budgets shall be balanced within 30 days of the end of the event; and a final written report shall be provided to the Treasurer;
 - 4. Administer and account for funds collected at major events, with the guidance of the Treasurer.
 - 5. Develop and keep current the procedures to be followed in managing each event.
 - f) This section (3) takes effect on June 1st, 2008.
4. The External Communications committee shall
- a) Generate publicity releases, promotional materials, advertising, or any other form of communication as needed, that supports the activities of the Boosters and those of the Music Department, and guard consistent with the policies of the Boosters and those of District 230;
 - b) Assist the Secretary in maintaining the Booster web-site;
 - c) Provide photographic and videographic resources to the organization, as needed.

5. The Assistance and Scholarship committee shall
 - a) Prepare, maintain and review all forms needed for Financial Assistance applications and Senior Scholarship applications;
 - b) Review the merits of applicants for senior scholarships as provided in Article X of the Bylaws.
6. The Uniforms and Robes Committee shall
 - a) Oversee the care of Marching Band uniforms, concert dress and Choir robes;
 - b) Keep a current and accurate inventory of robes and uniforms assigned to the students;
 - c) Keep a record of all fees and payments for clothing rental and care; transfer monies collected from students to the Treasurer in a timely manner; and prepare periodic reports of fees and payments for the appropriate Director.
 - d) Assist the Directors in ordering new garments and accessories.
7. The Search Committee shall
 - a) Convene no later than March 1st;
 - b) Recruit qualified members to stand for election as Officers of the organization and forward a list of qualified candidates to the Executive Board no later than one week before the general membership meeting in April.
 - c) Assess the organization's needs for Chairpersons of the standing committees for the following year, recruit members in good standing to serve as Chairpersons, subject to approval by the Executive Board, and forward its list of candidates for chairs to the Executive Board no later than one week before the general membership meeting in April.
 - d) This section (7) takes effect on June 1, 2008

ARTICLE VIII = DUTIES OF STANDING COMMITTEE CHAIRPERSONS

Section A. General duties of chairpersons.

1. The Chairperson of each committee shall coordinate the activities of the committee, and shall prepare or revise the rules and procedures governing the committee and its activities. The Chairperson shall make the committee's rules and procedures readily available to the membership.
2. The Chairperson of each committee shall prepare an activity report for presentation to the members at the general meeting each month.

3. The Chairperson of any committee that receives or manages Booster funds shall annually submit to the Executive Board a request for funds to be included in the budget for the committee's activities in the following fiscal year. The request shall follow rules and schedules established for creating the annual budget. An annual report documenting the actual use of funds by the committee shall be submitted to the Treasurer before June 1st. Interim reports are strongly encouraged.
4. The Chairperson shall participate in the development and successful execution of the organization's annual business plan.
5. The Chairperson may enlist the assistance of as many members as required to complete his/her assignment. Each Chairperson is strongly encouraged to invite students to volunteer their time to help at any event sponsored by the Boosters, Music Department, or Guard and to approve such time as service hours to the community or to the school.
6. The Chairperson may consult with the staff of the Music Department and other members in conducting the work of the committee.
7. Each standing committee Chairperson shall keep and pass on to the succeeding Chairperson all materials, records, and equipment assigned to the Committee or required for its operations.

B. Each standing committee Chairperson shall keep and pass on to the succeeding Chairperson all materials, records, and equipment connected with the committee activity functions.

C. Committee Chairpersons shall be encouraged to attend the monthly meetings throughout the year. Repeated absences may result in re—assignment of that position.

ARTICLE IX = MEETINGS

Section 1. The regular Music Booster Meetings shall be held once a month throughout the year beginning in September and ending in May, excluding December. The use of Roberts Rules of Order is encouraged.

All members are strongly encouraged to attend, as these meetings involve many decision—making processes.

Section 2. The Annual Meeting, for the election of officers and approval of the Annual Budget and Ways and Means Report, shall be the regular meeting in May.

Section 3. Special meetings may be called by the President by providing notice three (3) days in advance of the specially called meeting date.

Section 4. The Executive Board shall hold meetings once a month, or at such other time as may be deemed convenient to the Board. All Committee Chairpersons are strongly encouraged to attend all meetings.

Section 5. Music Directors are, as a necessity of their calling, full members of the Executive Board and ex-officio members of all Committees with full voting rights therein.

Section 6. A quorum of the Executive Board shall be no less than five(5) members. A majority of those present and voting shall decide all issues pertaining to the Executive Board.

Section 7. A membership quorum shall consist of a number equal to one-third of the membership in good standing or ten (10) members, whichever is less. A majority of those voting shall decide any issues, provided the total vote equals a quorum.

ARTICLE X = Finance.

1. The Fiscal Year for the Boosters begins on June 1st and ends on May 31st.
 - A. Budget. The Executive Board shall formulate and responsibly administer a budget, with the assistance of the standing committee chairpersons and the general event managers.
 - B. Requests for funding to support activities in the following fiscal year must be submitted by Officers, Directors, and Committee Chairpersons to the Executive Board by April 1st.
 - C. The Executive Board shall prepare a Budget to present to its membership for approval no later than the regular membership meeting in May.
 - D. Each major activity involving the Boosters shall have its own expense budget, which shall be balanced within 30 days of the end of the event; with a final report provided to the Treasurer;
 - E. Payments made to District 230 in fulfillment of the Directors' budget requests shall be made in at least two installments, the first payment to be made no later than August 1st, the second no later than December 1st.
2. Income is derived from the following sources:
 - A. Membership dues may be collected directly from the members or through a fee payment option provided by the school during registration.

- B. Fund Raising Activities All fund-raising activities on behalf of the Boosters or the students must be approved in a timely fashion and in advance, by the Executive Board, and must conform to the current policies of District 230.
 - C. Admission Fees. Fees paid for participation or attendance at an event sponsored by the Boosters shall be accounted for by the Boosters' designated manager for the event. All proceeds shall be transferred to the Treasurer no later than five (5) days after the conclusion of the event.
 - D. Paid Advertising. The Boosters may accept paid advertising in its publications and at the events it sponsors. Paid advertising, signage, and product placement shall be accepted, subject to prior approval of the Executive Committee on a first-come, first-served basis. Prices and placement options shall set by the Executive Board and be made readily available to the members and to potential advertisers. Acceptance of paid advertising shall not involve the Boosters in any quid pro quo favor, consideration, or business transaction.
 - E. Donations in cash or kind may be accepted by the Boosters upon approval of the Executive Board. Acceptance of a donation shall not involve the Boosters in any quid pro quo favor, consideration, or business transaction.
3. Compensation. Members of the Executive Board shall receive no remuneration for their services from the Booster's accounts or from the proceeds of Booster activities. The Boosters shall reimburse members for expenses incurred in the performance of duties approved by a majority of the Executive Board. The Boosters shall indemnify and advance expenses to a member of the Executive Board in performance of the Board member's duties in accordance with the Bylaws and all applicable laws and regulations.
4. Management of Funds.
- A. All Booster funds shall be placed in insured bank accounts or certificates of deposit.
 - B. The President, Vice-President and the Treasurer shall be signatories on all deposit accounts, with authority to add or withdraw funds and to issue checks on the accounts. Checks written on Booster accounts for amounts over one hundred dollars require the signatures of two Officers.
 - C. Funds transferred to the District shall be handled in accordance with the current policies of District 230.

5. Uses of Funds Funds that are raised for or contributed to the Boosters shall only be used to support the activities of the Boosters and the school's co-curricular Music and Guard programs.
 - A. Student Accounts – rules governing Student Accounts are found in Article XI.
 - B. Financial Assistance and Scholarships – rules governing financial assistance and scholarships are found in Article XII.
 - C. Outside Services. The Executive Board shall in all cases solicit from the members any special services or expertise needed to conduct the organization's business or manage events which it sponsors. If the Executive Board determines that the requisite service or expertise is not available pro bono through its members, it may secure the services or advice of an outside party, subject to the approval of a majority of members present and voting at general membership meeting , and subject to the terms of the Bylaws, the operating policies of District 230, and all relevant laws.
 - D. Cash disbursements shall be made as requested/needed in accordance with the approved Budget of the Boosters. All expenditures over one hundred dollars not specified in the Budget shall require prior approval of the Executive Board.

6. Fees and Waivers Fees are any moneys paid to the Boosters, the School, the District, or their service providers in satisfaction of membership dues or of expenses incurred through participation in an activity sponsored by the Boosters, or a co-curricular activity sponsored by the Music Department, or the Guard.
 - A. The Executive Board may only waive fees which are payable to the Boosters;
 - B. The Executive Board may not waive fees owed to the school, the district, or its service providers;
 - C. The Boosters are not obligated to pay a fee waived by an employee of District 230;
 - D. The Executive Board may, upon request of the student's parent or legal guardian, use funds from the student's account to satisfy obligations owed the school, the district, or its service providers, in accordance with the provisions of Article XI of the Bylaws.

7. Review of records.

The Treasurer's records shall be examined annually by the District 230 Comptroller; by a committee of not less than three qualified members of the Boosters appointed by the Executive Board; or by an independent accountant. The examiner of financial records shall provide a written and signed statement to the Boosters indicating the findings of the examination.

ARTICLE XI = Student Accounts

Section 1. The Boosters shall create and responsibly manage a set of accounting entries in the budget to be known as the "Student Fund".

Section 2. Each student in a Music or Guard program shall have an accounting entry ("account") in the Student Fund, to which shall be credited a portion of the funds raised by that student on behalf of the Boosters.

Section 3. The Executive Board, with the Chairperson of the Ways and Means Committee, shall determine and approve all fund-raising activities that may contribute credits to the student's account, as well as the percentage of funds raised to be allocated to each student's account.

Section 4. Funds in a student's account may be used to pay expenses incurred by a student or a student's family for fees or services for a student's participation in a school-sponsored music or guard activity. Eligible expenses fall into the following categories:

- A. Trips, including transportation, accommodations, and entrance fees
- B. Meals supplied as part of a group activity sponsored by the Boosters or the Music Department.
- C. Fees required for participation in a school-sponsored Music or Guard activity, including clothing and accessories purchased by the Boosters or a Director for student use.

Section 5. Payments

- A. Payments shall be made by the Treasurer directly to the provider of goods or service, upon receipt of a verifiable bill-of-sale or invoice, provided that the expenses are eligible for payment as outlined in Section 4, above.
- B. A parent or guardian may request in writing that the Treasurer debit the student's account to satisfy fees owed to the Boosters, the School, the District or to parties contracted by them for eligible activities. The Treasurer or designated account manager may provide a form for this purpose.

- C. No payments or transfers may be made from an account for an amount in excess of the account's current available balance.

Section 6. The Treasurer or designated account manager may, upon request, inform a student, his/her parent or guardian, or a Director, of the balance in the student's account.

Section 7. With the approval of the Executive Board, the Treasurer may appoint a member in good standing to manage student accounts. Duties of this post may include keeping account records, handling forms, maintaining a detailed list of eligible expenses and exclusions in accordance with the principles in Section 4, above, and informing parents or guardians of balances in the student's account.

Section 8. The balance of the account of a student who leaves all sponsored Music or Guard programs shall be transferred to a sibling participating in at least one such program. If no sibling participates in such a program, the account balance shall be transferred at the end of the fiscal year to the Assistance and Scholarship Account.

ARTICLE XII = Financial Assistance and Scholarship Account

Section 1. The Boosters shall maintain an Account for the purpose of providing financial assistance for private lessons and/or fees for co-curricular activities; and for the purpose of awarding college scholarships to certain qualified graduating applicants.

- A. The Account shall be funded with appropriations approved in the annual budget and with credits abandoned by a student who graduates or who leaves all music and guard programs.
- B. To provide for flexibility in meeting the obligations of the organization, the Executive board may, upon majority vote at a general meeting, re-allocate funds from the Assistance and Scholarship Account.

Section 2. The Boosters may award a scholarship to graduating Music students who apply.

- A. The applicant must be a member of a curricular or co-curricular activity sponsored by the Music Department during the semester in which he/she qualifies to graduate.
- B. The applicant must have been accepted in a college or university music or music education program at the time of the award.
- C. The Assistance and Scholarship Committee shall determine the number and value of scholarships to be awarded. Awards may not exceed \$500 per applicant.

- D. The Assistance and Scholarship Committee shall present to the Executive Board no later than April 15th the names of applicants to receive a scholarship award.
- E. A parent or legal guardian of a graduating student may not deliberate or vote on the application of any student, nor on the award of a scholarship.
- F. Intervention by anyone not on the Committee on behalf of an applicant may be grounds for rejecting that student's application.
- G. Decisions of the Committee on scholarship awards are final.

Section 3. The Boosters may allocate funds in the Account to the families of students for certain purposes: to assist with the expenses of private lessons and/or to pay fees required for participation in co-curricular activities of the Music Department or Guard.

- A. The parent or legal guardian of a student deemed qualified by District 230 or Stagg High School for financial assistance may apply in writing each year to the Chairperson or his/her designee for a grant of assistance.
- B. Rules for making and administering a grant shall be established by the Committee, in consultation with the Treasurer. Rules shall be made available to the members upon request to the Chairperson or designee.
- C. The Chairperson or designee shall provide the rules governing grants, or an explanation thereof, to the applicant. Recipients of assistance shall agree to the rules governing the grant.
- D. The amount of a grant provided to a student's family shall be determined each fiscal year by the Assistance and Scholarship Committee in consultation with the Executive Board.
- E. The Executive Board reserves the right to revoke a grant if the family's qualifications for assistance change; or when the grant is not used for defined purposes.

ARTICLE XIII = AMENDMENTS

Amendments to the Bylaws or Constitution of the Music Boosters may be proposed by any member in good standing at any regular meeting of the Music Boosters.

- Proposed amendments may be referred to a special committee on Bylaws for consideration.
- The text of a proposed amendment shall be made available in print to the membership at a regular meeting of the Music Boosters.
- An amendment may only be adopted at a subsequent regular meeting.

- Approval of an amendment requires two-thirds of the votes of members present and voting at a regular meeting.
- An approved amendment shall take effect immediately unless otherwise stated in the proposal.

The text of the amended Bylaws shall be made available to the membership in print or in electronic format within 15 days of an amendment's approval.

Submitted by the By-Laws Committee on _04/15/2008_____.

Approved by the General Membership on __05/21/2008_____